

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Subject: Notice of Change of Ownership and Management

Dear [Tenant Name],

We are writing to formally inform you that the property located at [Property Address] has been sold. As of [Date], the new owner of the property is [New Landlord/Company Name].

Please note the following important information regarding your tenancy:

- 1. Rent Payments:** Starting [Date], all rent payments should be made payable to [New Payee Name]. Payments can be made via [Payment Method: e.g., Online Portal, Check, Bank Transfer].
- 2. Maintenance Requests:** For all future maintenance requests or emergencies, please contact [Name/Company] at [Phone Number] or email [Email Address].
- 3. Lease Agreement:** Your current lease agreement remains in full effect. All existing terms, conditions, and security deposit records have been transferred to the new management.
- 4. Property Inspection:** We would like to schedule a brief introductory visit to introduce ourselves and inspect any pending repairs. We will contact you shortly to find a convenient time.

We look forward to maintaining a positive relationship and providing you with a great place to live. If you have any questions, please feel free to reach out.

Sincerely,

[Your Name/Signature]
[New Landlord/Management Company Name]
[Phone Number]
[Email Address]