

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of Change of Ownership and Management

Dear [Tenant Name],

This letter is to formally notify you that the property located at [Property Address] has been sold. Effective as of [Date of Sale], the ownership has transferred from [Former Owner Name] to [New Owner Name].

Please note the following changes regarding your lease and future payments:

- **Management:** The property will now be managed by [New Management Company Name].
- **Rent Payments:** Starting [Date of First Payment to New Owner], all rent payments should be made payable to [Entity Name] and sent to the following address: [New Payment Address or Online Portal Link].
- **Maintenance Requests:** For all future maintenance requests and emergencies, please contact [Contact Person Name] at [Phone Number] or [Email Address].
- **Security Deposit:** Your security deposit in the amount of \$[Amount] has been transferred to the new owner and will continue to be held in accordance with your lease agreement and local laws.

All other terms and conditions of your current lease agreement remain in full force and effect. We look forward to maintaining a positive relationship with you.

Sincerely,

[New Owner/Manager Signature]

[New Owner/Manager Printed Name]

[Company Name]

[Phone Number]