

Date: [Insert Date]

[Tenant/Occupant Name]

[Property Address]

[City, State, Zip Code]

**Subject: Notice of Transfer of Ownership**

Dear [Tenant/Occupant Name],

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

Please note the following changes regarding your occupancy/tenancy:

- **Rent Payments:** Effective [Date], all future rent payments should be made payable to [New Owner/Management Company Name].
- **Payment Method:** Payments should be sent to the following address: [New Payment Address] or via [Electronic Payment Method].
- **Security Deposit:** Your security deposit in the amount of \$[Amount] has been transferred to the new owner and remains credited to your account.
- **Contact Information:** For all future maintenance requests or inquiries, please contact [New Contact Person] at [Phone Number] or [Email Address].

All other terms and conditions of your existing lease agreement remain in full force and effect.

Thank you for your cooperation during this transition.

Sincerely,

[Signature of Former Owner]

[Printed Name of Former Owner]

[Signature of New Owner]

[Printed Name of New Owner]