

**Date:** [Date]

**To:** [Tenant Name]

**Property Address:** [Rental Property Address]

**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], the new owner of the property is [New Owner Name].

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

- **Management:** Starting [Date], the property will be managed by [New Management Company Name/New Owner].
- **Rent Payments:** All future rent payments should be made payable to [Entity Name]. Payments should be sent to the following address: [New Mailing Address] or via [New Online Portal Link].
- **Maintenance Requests:** For any maintenance issues or emergencies, please contact [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 original lease agreement and local laws.

Except for the change in ownership and the payment instructions listed above, all other terms and conditions of your current lease agreement remain in full force and effect.

If you have any questions regarding this transition, please contact [Contact Person] at [Phone Number].

Thank you for your cooperation.

Sincerely,

[Current Owner/Manager Name]  
[Contact Information]

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[New Owner/Manager Name]  
[Contact Information]