\_\_\_\_\_\_\_\_\_\_\_

Date

Tenant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_

City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Tenant:

I would like to take this opportunity to introduce you to the new property management company for your rental unit. Effective on \_\_\_\_\_\_\_\_, ABC Property Management Company will begin handling the management of this property. To learn more about them you can visit their website at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.com.

**IMPORTANT CHANGES**

Starting on the above date, please address rent checks to the new property management company and send them to the below address:

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For any maintenance requests or emergencies please contact the property site manager below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Property Site Manager

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STAYING THE SAME**

All terms of your lease agreement will remain the same. Your rent payment remains the same and is due on the 1st of each month. Also, your security deposit will be transferred to the new property management company.

If you have any questions or concerns regarding the property, your lease, or any of the above, please do not hesitate to contact me or the property site manager. Thank you for being a valued tenant.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_