

Notice of New Management

Date

Tenant's Name: _____

Address: _____

City, State: _____

Dear Tenant:

I am happy to write to you and introduce you to _____, our new property manager. To learn more about them you can visit their website at _____ .com.

RENT AND REPAIRS

Moving forward, please address your 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. You can reach them by phone at _____ or email at _____.

YOUR LEASE

Your rent payment and due date have not changed. All other terms of your lease agreement are also the same.

If you have any questions, please feel free to contact me or your property site manager. Thanks for being a great tenant!

Sincerely,

Signature

Printed Name

Address: _____

Phone No.: _____

Email: _____