

RENTAL PROPERTY UNDER NEW MANAGEMENT

Please fill in your tenant's information. We will mail and email this form to your tenants on (Date) _____	
_____ on your behalf.	
Tenant Name(s) _____	
Tenant/Property Address _____	Unit # _____
City _____	State _____ Zip Code _____
Tenant Email Address _____	

Dear (Tenant(s)) _____, this is to advise you that I/we will be turning over the management of the property you are residing to:

[INSERT YOUR COMPANY NAME HERE]

EMAIL: [INSERT YOUR COMPANY EMAIL ADDRESS HERE]

PHONE: [INSERT YOUR COMPANY PHONE NUMBER HERE]

WEBSITE: [INSERT YOUR COMPANY WEBSITE ADDRESS HERE]

ADDRESS: [INSERT YOUR COMPANY STREET ADDRESS HERE]

(1) Please be advised that all rent payments, repair/maintenance requests, and all further Landlord/Tenant correspondence will need to be made directly to **[INSERT YOUR COMPANY NAME HERE]** beginning on (Date) _____. If you have any questions regarding the change in management, please direct them to the above referenced Management Company. I took great care in choosing a top-notch management team. I am confident you will be in good hands, and ultimately happy with this change. (2) If you have a Lease currently in effect, all provisions of it remain the same, and in effect until its expiration date.

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