**RENTAL PROPERTY UNDER NEW MANAGEMENT**

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| 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 confidant 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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