

# Notice of Change in Management or Ownership

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Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

To: \_\_\_\_\_ (Tenant Name)

Rental Property Address: \_\_\_\_\_

Unit Number: \_\_\_\_\_

This notice is to inform you that effective \_\_\_ / \_\_\_ / \_\_\_\_\_, there will be a change in the management and/or ownership of the property you are currently renting.

## **New Management or Owner Information**

Name: \_\_\_\_\_

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

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

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

\_\_\_\_\_

All future rent payments, maintenance requests, and communication regarding the rental property should be directed to the new manager or owner listed above.

Your lease agreement and its terms will remain in effect. If any changes are necessary, they will be communicated to you in writing.

## **Outgoing Management or Owner**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

## **New Management or Owner**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

We thank you for your tenancy and look forward to ensuring a smooth transition.