



## NEW Property Management TRANSFER NOTIFICATION

TO \_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

YOU ARE HEREBY NOTIFIED that the PREMISES which you occupy (the above described property) has transferred property management responsibilities. All of the terms and agreements in your lease remain the same so your rental is not affected by this transfer in property management.

PLEASE BE ADVISED the name of the new Property Manager is \_\_\_\_\_. All future correspondence, rental payments, shall be directed to the new property management company at the address and telephone number below.

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

We wish you a continued happy and healthy tenancy

Sincerely,

Owner/Manager

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Owner/Agent

**CERTIFIED- RETURN RECEIPT**  
Date: \_\_\_\_\_ Article #: \_\_\_\_\_