

LANDLORD NAME AND ADDRESS

DATE

TENANT NAME AND ADDRESS

Dear TENANT:

I would like to take the time to introduce myself as the new Landlord of [PROPERTY ADDRESS].

Your current lease and payment terms will remain in effect [INCLUDE]:

- MONTHLY RENT AMOUNT
- DUE DATE
- ADDITIONAL RENT
- LATE FEE AND WHEN ASSESSED
- EXPIRATION DATE OF EXISTING LEASE
- AMOUNT OF TENANT SECURITY DEPOSIT HELD BY LANDLORD

However, all payments, maintenance requests and correspondence need to be sent to the address listed at the top of this letter.

If you currently use an automatic draft, cash deposits or electronic payment for your lease payment, please contact your financial institution immediately and take the necessary steps to transfer the automated payments.

I have included a Tenant Information Form for you to fill out. Please complete this form and return it to me at your earliest convenience. It is important that we have all your important information updated for our files.

We would like to inspect and address some minor concerns noted in the inspection. In the next few days we will contact you to coordinate an inspection time. If possible, please arrange to be present at the inspection so that we can personally meet and review any required maintenance items face-to-face.

I look forward to providing you with exceptional management, including prompt maintenance service, as well as maintaining a safe and enjoyable place to live.

Sincerely,

LANDLORD NAME