

**NOTICE OF CHANGE OF OWNERSHIP**

To \_\_\_\_\_, Tenant of the premises commonly known as \_\_\_\_\_,  
(Street Address) (City/State/Zip)

Please take note that the legal title to the real property in which you presently reside has been transferred to a new owner effective (date) \_\_\_\_\_.

Your SECURITY DEPOSIT in the amount of \$ \_\_\_\_\_, and/or  LAST MONTH'S RENT in the amount of \$ \_\_\_\_\_ has been delivered to the new Owner.

Rent payments and all communications with respect to the premises should be made to  the new owner, or  the new manager at the following address:

New owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

New manager \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Former Owner \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_  
(Authorized Agent)

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Please mail this signed receipt to  new owner,  new manager within ten working days to the address above.

I have received notice of change of ownership for the property in which I reside.

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Rev. by \_\_\_\_\_  
Date \_\_\_\_\_

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