

INTRODUCTION TO PROPERTY MANAGEMENT COMPANY

Date: _____

Dear _____:

This letter is a friendly and official notification that the property you are residing in at _____ has come under new management. We would like to take this opportunity to introduce ourselves and the major rental policies we use in working with residents. The name of our management company is _____. Our phone number is _____. Please call this number regarding any major concerns. Our office hours are _____. Our business address is _____. Below are a few of our main rental policies.

On-Time Payments. We expect payment by the _____ of each month. There is a late charge of _____ for any payments received after the due date. We begin legal proceedings on the _____ of the month if we still have not received payment.

Pay By Mail. We ask that you please send your rent payment postmarked at least three days before the due date to avoid paying late charges to the business address above. We do not pick up rent checks in person. Please send check or money order only, not cash. Make checks payable to our company. This is for your protection as well as ours.

Rental Agreement. We have either enclosed a new rental agreement or we will have one of our managers stop by to meet you and explain the standard rental agreement we use with all residents and give you a copy for your records.

Deposits. Our office must have a deposit from all residents equal to _____. To avoid misunderstanding later, we also must verify that the amount on file from your former owner/manager is what you think it should be. If we've included a questionnaire with this mailing, please fill it out and include the deposit you originally gave so we can confirm our records.

Property Manager. We have assigned a very capable individual to handle the management responsibilities for the buildings in your area. _____ will be contacting you in the near future to answer any questions you may have. We look forward to your cooperation in helping to make this management transition a smooth one.

Sincerely,

Property Manager