RENTAL PROPERTY UNDER NEW MANAGEMENT

Please fill in your tenant's information. We will mail and email this form to your tenants on (Date) _____on your behalf.

Tenant Name(s)_____

Tenant/Property Address _____ Unit # _____

City _____ State _____ Zip Code _____

Tenant Email Address _____

Dear (Tenant(s)) _____,
this is to advise you that I/we will be turning over the management of the property you are leasing to:

SUBURBIA PROPERTY MANAGEMENT
EMAIL: info@suburbiapm.com
PHONE: (818) 898-0000
WEBSITE: www.suburbiapm.com
ADDRESS: 1102 San Fernando Road, Suite 202, San Fernando, Ca. 91340

(1) Please be advised that all rent payments, repair/maintenance requests, and all further Landlord/Tenant correspondence will need to be made directly to *SUBURBIA PROPERTY MANAGEMENT* beginning on (Date) _____. If you have any questions regarding the change in management, please direct them to the above referenced Management Company. I took great care in choosing a top-notch management team. I am confident you will be in good hands, and ultimately happy with this change. **(2)** If you have a Lease currently in effect, all provisions of it remain the same, and in effect until its expiration date. If you do not currently have a Lease or Rental Agreement for the property where you are leasing, then *SUBURBIA PROPERTY MANAGEMENT* will be contacting you in order to draw one up. Please be receptive to their communication efforts. **(3)** Rent payments and maintenance requests shall be made through the "Tenant Portal" commencing on the above referenced beginning date or by mail. You will receive a invitation via email to create an account for Tenant Portal access. The Tenant Portal can be found at www.suburbiapm.comr >> and by clicking the "Tenant Sign In" link.

Per your current Lease or Agreement (Check all that apply):
☐ Rent shall remain in the amount of $_____.
☐ Rent shall remain due on the _____ of each month.
☐ Rent shall remain considered late if paid after midnight on the _____ of each month.
☐ Other _____

Owner Signature _____ Date _____

Owner Signature _____ Date _____