

6500

DATE:

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EFFECTIVE DATE:\_\_\_\_\_

This letter is to introduce the new manager(s) of your complex. I hope that we will have a long and enjoyable association with each other.

We would also like to advise you at this time that any agreements entered into with the prior management will become null and void on the above "effective date", other than signed written agreements that are currently part of your file.

The following policy, which is part of your rental agreement, will be strictly enforced:

Rent is due (in full) on or before : \_\_\_\_\_  
There will be a late charge added to the rent owed after the \_\_\_\_ day of the month in the amount of \$ \_\_\_\_\_

We are sure you will understand that it is necessary to enforce this policy as the landlord has obligations that also have to be met in a timely fashion. Thank you for your cooperation. Please contact us if you should have any questions, we look forward to meeting with you.

Yours sincerely,