



**CHANGE OF OWNER OR PROPERTY MANAGER**  
 Addendum To Rental Or Lease Agreement (California Civil Code §1962(c))

Prepared by: Agent \_\_\_\_\_  
 Broker \_\_\_\_\_

Phone \_\_\_\_\_  
 Email \_\_\_\_\_

**NOTE:** This form is used by a property manager or landlord when a change of ownership or property manager has occurred on a residential rental property, to notify each tenant of the change and confirm the status of their rent and other monetary obligations.

**DATE:** \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_, California.

**To Tenant:** \_\_\_\_\_

*Items left blank or unchecked are not applicable.*

**FACTS:**

1. This is an addendum to the  lease,  rental agreement, dated \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_, California,
  - 1.1 entered into by \_\_\_\_\_, as the Landlord,
  - 1.2 and \_\_\_\_\_, as the Tenant(s),
  - 1.3 recorded on \_\_\_\_\_, as Instrument No. \_\_\_\_\_, in the records of \_\_\_\_\_ County, California,
  - 1.4 regarding real estate referred to as \_\_\_\_\_.

**AGREEMENT:**

2. This notice is to advise you of a change in ownership or management of the premises you occupy as indicated below:
  - 2.1  The ownership of the real estate you lease or rent has been transferred.
  - 2.2 The new property management broker is \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_
  - 2.3 The new resident manager is \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_
3. Beginning \_\_\_\_\_, 20\_\_\_\_\_, your monthly rent due is to be paid by  check,  credit card,  cash, or  cashier's check, made payable to \_\_\_\_\_.
  - 3.1 Rent may be tendered by  personal check, or  \_\_\_\_\_ to  
 \_\_\_\_\_  
 (Name)  
 \_\_\_\_\_  
 (Address)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Phone)
    - a. Personal delivery of rent will be accepted during the hours of \_\_\_\_\_ a.m to \_\_\_\_\_ p.m. on the following days \_\_\_\_\_.
  - 3.2 Rent may also be paid by deposit into account number \_\_\_\_\_ at \_\_\_\_\_  
 (Financial Institution)  
 \_\_\_\_\_  
 (Address)  
 \_\_\_\_\_
  - 3.3 If rent is to be paid by credit card, the credit card number is \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, exp. date \_\_\_\_\_, 20\_\_\_\_\_ issued by \_\_\_\_\_, which Landlord will charge each month for the rent due.

3.4 Your current monthly rent is \$\_\_\_\_\_.

3.5 Your rent has been paid up to and including \_\_\_\_\_, 20\_\_\_\_\_.

4. Your security deposit of \$\_\_\_\_\_.

4.1  has been transferred to the new owner.

4.2  has been transferred to the new property manager.

5. No breach of your lease or rental agreement by Landlord or Tenant currently exists, except

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Any notices or demands on Owner by Tenant, including service of process, may be served on

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

7. All terms and conditions of your lease and rental agreement remain effect.

**I agree to the terms stated above.**

Date: \_\_\_\_\_, 20\_\_\_\_\_

Landlord: \_\_\_\_\_

Agent: \_\_\_\_\_

Agent's CalBRE #: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**I agree to the terms stated above.**

Date: \_\_\_\_\_, 20\_\_\_\_\_

Tenant: \_\_\_\_\_

Signature: \_\_\_\_\_

Tenant: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_