Inherited Tenant Kit

From the Chimi Rental playbook (chimirental.com/playbook). This is a starting point that we use for our own rentals, shared as-is and without warranty. It is not legal advice. Adapt it to your state, city and situation, and have a local attorney review anything that affects someone's tenancy or money.

New landlord letter

Dear Resident(s),

My name is [Your name], and [I am / we are] the new owner of [address], effective **[date of closing]**. This letter explains what changes and what stays the same for you.

1. **How to reach us.** Call or text [phone], or email [email]. Our office hours are [Monday–Friday, 8 AM–5 PM]. For emergencies, call [emergency phone] any time.
2. **Your lease stays in effect.** Your current lease and your security deposit of $[____] have been transferred to us. Nothing about your lease changes until it ends.
3. **Please fill out the enclosed Tenant Information form** and return it by **[date]**, so we have up-to-date contact details for everyone in the home.
4. **Paying rent from now on.** Starting with the **[month]** rent, please pay through [App name]. You'll get an email invitation as soon as we have your email address. Maintenance requests and messages go through the app too.
5. **Automatic payments to the previous owner.** If you pay by automatic draft or a recurring bank transfer, please contact your bank right away to stop payments to the previous owner.
6. **A quick walk-through.** We'd like to schedule a short visit to see the home and note its condition, so we have a fair baseline for both of us. We'll contact you to pick a time, and always give proper notice.

[When the current lease ends, or if you're on month-to-month: we'll offer you a new lease on our standard form. We'll be in touch about that by [date].]

We look forward to providing prompt maintenance and good service, and to keeping your home a safe and comfortable place to live. Please call with any questions.

Sincerely,

[Your name] [Company]

Required disclosures (such as Arizona's manager and owner contact disclosure) may need to be sent to inherited tenants as well. Check your state's rules.

Tenant information update form

Please complete and return by [date].

	Tenant #1	Tenant #2
Full name		
Cell phone		
Work phone		
Email		

	Tenant #1	Tenant #2
Employer		

Names of every other person living in the home:

Vehicles (make, model, color, plate):

Pets (type, breed, age) or assistance animals:

Mailing address, if different from the rental:

Emergency contact (someone who doesn't live with you): name, relationship, phone:

I confirm this information is accurate.

Signature: _____ Date: _____ Signature: _____ Date: _____