

# Michigan Property Manager Introduction Letter

General template, not legal advice. Have a Michigan attorney review before use. Last reviewed October 29, 2026.

Date

Tenant name or names

Property address and unit

City, state and ZIP

Dear \_\_\_\_\_ (Tenant name),

\_\_\_\_\_ (Owner name), the owner of your home, has hired \_\_\_\_\_ (Management company name) to manage the property starting on \_\_\_\_\_ (Start date). We are writing to introduce our team and explain what this means for you.

## What stays the same

Your lease, your rent, your due date and your security deposit do not change. The owner still owns the property. We act as the owner's agent for day to day management.

## What changes

- ☐ Rent: starting with the payment due on \_\_\_\_\_ (First payment date), pay through \_\_\_\_\_ (Payment portal or address) by \_\_\_\_\_ (Accepted payment methods).
- ☐ Repairs: send requests through \_\_\_\_\_ (Portal, email or phone). Emergencies after hours: \_\_\_\_\_ (Emergency number).
- ☐ Notices to the landlord: send them to \_\_\_\_\_ (Notice address).
- ☐ Office hours: \_\_\_\_\_ (Days and hours).

We will send an invitation to set up your online account by \_\_\_\_\_ (Date). If you pay rent automatically today, please cancel that payment after your last payment to the old manager and set up a new one with us, so you are not charged twice.

## Your security deposit

Your deposit of \$\_\_\_\_\_ (Deposit amount) is now held by \_\_\_\_\_ (Who holds the deposit and where), as required by Michigan law.

Where deposits must be held in Michigan: Deposits are kept at a regulated financial institution, unless the landlord posts a cash or surety bond with the state that allows the money to be used. (MCL 554.604)

## Your management team

| Role                    | Name | Phone | Email |
|-------------------------|------|-------|-------|
| Property manager        |      |       |       |
| Maintenance coordinator |      |       |       |
| Accounts and rent       |      |       |       |

To get started, please confirm your phone, email and the people living in the home, and tell us about any open repair issues. We may schedule a short walkthrough of each home in the coming weeks, with notice as your lease and the law require.

We look forward to serving you.

Sincerely,

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Property manager signature

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Printed name

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Date

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