New Jersey New Landlord Introduction Letter

General template, not legal advice. Have a New Jersey 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),

We are writing to introduce ourselves as the new owner of _____ (Property address). The sale from _____ (Previous owner name) closed on _____ (Closing date).

Your lease continues

Your current lease stays in effect on the same terms, including the rent, the due date and the end date. A change of owner does not end your lease, and you do not need to sign anything new because of the sale.

Where to pay rent

Starting with the rent due on _____ (First rent due to new owner), please pay _____ (New owner or manager name) by _____ (Accepted payment methods) at _____ (Payment portal or address). Rent for earlier months that was paid to the previous owner has been credited. If you have already paid _____ (Month) rent to the previous owner, you do not need to pay it again.

Please be careful of any request to send rent elsewhere that does not come from the contacts listed in this letter. If you are unsure, call us at the number below before paying.

Your security deposit

Your security deposit of $_____ (Deposit amount) has been _____ (Transferred to the new owner, or held by name). It will be held and returned under your lease and New Jersey law.

> Where deposits must be held in New Jersey: Deposits are held in trust in an interest bearing account at an insured bank or savings institution in New Jersey, or for larger landlords an eligible New Jersey money market fund, and never mixed with the landlord's own money. (N.J.S.A. 46:8-19)

> Deposit notice rules in New Jersey: Within 30 days of receiving the deposit, and at each annual interest payment, the landlord must tell the tenant in writing the name and address of the institution, the type of account, the interest rate and the amount; if not, the tenant may apply the deposit to rent. (N.J.S.A. 46:8-19)

How to reach us

For	Contact	Phone	Email or portal
Rent and account questions			
Repair requests			
Emergencies			

Notices to the landlord under your lease should now be sent to: _____ (Notice address).

Please send us a quick reply to confirm the best phone number and email for you, and the names of everyone living in the home. If you have an open repair request, let us know so nothing falls through the cracks.

We look forward to working with you.

Sincerely,

_____

New owner or agent signature

_____

Printed name

_____

Date

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