

New York Property Manager Introduction Letter

General template, not legal advice. Have a New York 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 New York law.

Where deposits must be held in New York: The deposit stays the tenant's money held in trust, may not be mixed with the landlord's funds, and if banked the tenant must be told the bank's name and address and the amount. (General Obligations Law section 7-103)

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,

Property manager signature

Printed name

Date

General template, not legal advice. Have a New York attorney review before use.