# Washington New Landlord Introduction Letter

General template, not legal advice. Have a Washington 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 Washington law.

> Where deposits must be held: _____ (check the rule in Washington)

> Deposit notice rules in Washington: No deposit may be collected unless the lease is in writing and the written move in checklist has been given to the tenant. (RCW 59.18.260)

## How to reach us

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

| For | Contact | Phone | Email or portal |
|---|---|---|---|
| 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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