



TEXAS ASSOCIATION OF REALTORS®

NOTICE TO TENANT OF CHANGE IN MANAGEMENT AND ACCOUNTABILITY FOR SECURITY DEPOSIT

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED. ©Texas Association of REALTORS®, Inc. 2010

To: \_\_\_\_\_ (Tenant)

Re: \_\_\_\_\_ (Property)

1. Change in Management: The previous broker, \_\_\_\_\_, is no longer managing the Property, effective \_\_\_\_\_.

- (a) The previous owner sold the Property.
(b) Ownership of the Property has not changed, but management of the Property has changed.
(c) The previous broker has terminated its relationship with the owner.

2. Security Deposit:

(a) The amount of the security deposit is:

Original amount of security deposit tendered: \$ \_\_\_\_\_
Plus any additional amounts deposited \_\_\_\_\_
Less any deductions through the date of this notice ( \_\_\_\_\_ )
Current Balance \$ \_\_\_\_\_

Any deductions or additions to the original amount tendered are itemized as follows: \_\_\_\_\_

- (b) The person who is now responsible to account to you for the security deposit is \_\_\_\_\_
(c) The Current Balance of the security deposit is being returned to you.

3. New Broker, Manager or Owner: The following person or company is: (a) now responsible for the Property; (b) the person to whom you should direct any questions about the security deposit or any obligations under the lease; and (c) the person to whom you should make future rent payments.

\_\_\_\_\_(Name)
\_\_\_\_\_(Address)
\_\_\_\_\_(Phone)

ACKNOWLEDGEMENT: The undersigned has read this statement, acknowledges the truth of the statements in this notice, and authorizes the previous broker to send this notice to the Tenant.

\_\_\_\_\_ Date Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

- New Owner New Broker or Manager Previous Broker Owner (applicable if there is no change in ownership)

Note date and means by which the notice is sent: \_\_\_\_\_