NEXT STEP
REALTY, INC.
Higher expectations.
3425 Edison St NW • Uniontown, OH 44685
Office: 330.699.5731 Fax: 330.699.5732

Dear_____,

This letter is to inform you that we, Next Step Realty, Inc., will start to take over managing the property at _____, in which you are currently renting. This change will be effective _____. Please keep in mind that this change does not affect you in any way, however there are a few details that must be addressed, as a result of this new management change. Your current lease will transfer over, and when it is time to renew your lease, we will have you fill out our lease at that time.

Effective _____, you will send in your rent payments to us at the above address, or you are more than welcome to bring it by our office during regular office hours 9:00am – 5:00pm Monday thru Friday. Or we have a drop box for after hours. **Please make your check or money order payable to Next Step Realty, Inc.** You will need to contact us for maintenance or any problems you might have with the property, or with any questions or concerns. Also, late rent payments will not be tolerated. Since we only manage this property for the owner, we cannot be lenient in any way to help you out if you rent is not received on time. It is extremely important that you pay your rent on time every month, or you will be charged with late fees, as well as facing a possible eviction. *Please make sure that you are able to pay your rent by the 1st of every month. (or the date on your lease)*

If you have any further questions about this matter, or for anything else, please call us at 330-777-3295

We appreciate your cooperation, and anticipate that we will not have any problems relating to this new management change.

Thank you,

Next Step Realty, Inc.