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**NOTICE TO TENANT OF UPDATED OFFICE HOURS AND MANAGEMENT
CONTACT INFORMATION**

(Pursuant to California Civil Code § 1962 and Oakland TPO)

[Property Owner or Property Manager Letterhead]

[Owner/Association Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Date: [Insert Date]

To:

[Tenant Name(s)]

[Rental Property Address]

[City, State, Zip Code]

Re: Update of Office Hours and/or Property Management Contact Information

Dear [Tenant Name(s)],

This letter serves as formal notice that, effective **[Insert Effective Date – must be reasonable, e.g., at least 15 days’ notice if it alters access to rent payment or essential services]**, there will be changes to the **property management office hours and/or contact information** related to your tenancy at:

[Rental Property Address or Complex Name]

This notice is provided in compliance with **California Civil Code §§ 1962 and 827**, and the **City of Oakland Tenant Protection Ordinance (O.M.C. § 8.22.640)**.

1. Updated Office Hours

Effective **[Insert Effective Date]**, the new standard office hours for property management are as follows:

New Office Hours:

[Insert New Days/Times – e.g., Monday–Friday, 9:00 a.m. to 5:00 p.m.]

You may contact us during these hours for rent questions, maintenance requests, or other management-related matters.

2. Updated Contact Information

New Property Management Contact (if applicable):

- **Company/Manager Name:** [Insert Name]
- **Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]
- **Address for Notices and Rent Payments:**
[Insert Updated Mailing Address]

Updated Management Contact Information:

Item

On-Site Manager (if any):

**Phone Number for Maintenance/General
Inquiries:**

After-Hours Emergency Contact:

Email for Written Notices/Requests:

Mailing Address for Rent/Legal Notices:

**Office Location for In-Person Service (if
applicable):**

New Information

[Insert Name or “None”]

[Insert Number]

[Insert Number or “No Change”]

[Insert Email]

[Insert Mailing Address]

[Insert Address or “By Appointment
Only”]

3. Legal Notices and Service of Process

Per **California Civil Code § 1962(a)**, this contact shall serve as the designated address for:

- Delivery of notices under the lease or the law
- Rent payments
- Service of legal documents (if applicable)

4. No Change to Other Lease Terms

All other terms and conditions of your current lease remain unchanged. These updates **do not alter any other terms of your lease** or tenancy. This notice is provided for informational and legal compliance purposes only. You may continue to deliver legal notices and written communications using the updated information above.

If you have any concerns or questions about these changes, please contact our office at the updated phone number or email address provided above.

Thank you for your attention to this notice.

Sincerely,

[Property Owner or Manager Name]

[Title]

On behalf of [Owner/Association Name]

Attachments (Optional):

- New management welcome letter (if ownership or manager has changed)
- Updated maintenance request procedures (if applicable)
- Emergency contact sheet (if after-hours contact changes)