



Professional Property Management  
of Northern Virginia, Inc.

5105-K Backlick Road  
Annandale, VA 22003

[info@ppmnva.com](mailto:info@ppmnva.com)

703-642-3010 (voice)  
703-642-3619 (fax)

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

Mr. Handy Owner  
123 Nowhere Lane  
Nowhere, Va. 12345

Dear Mr. Owner,

Thank you for notifying PPM that you intend to list the property located at **123 Everywhere Lane** for sale. Per your note/message/letter, we understand that **XXXXXXX of XYZ Realtors** shall be acting as the listing agent. We look forward to assisting him/her with any questions that they may have.

The Tenant has been notified by regular and certified mail that the Lease shall terminate on **XXXXXXXXX**. We expect the Tenant to comply with this notification, but there have been circumstances in the past in which a Tenant has refused to or been unable to vacate on or before the appointed date. **PPM will not be held responsible for the actions of a Tenant and/or their refusal to vacate a property as required by the notification or Lease.**

A few suggestions I have that may be helpful are as follows:

1. Please do not have the listing agent make any agreements with the existing Tenants regarding the scheduled vacate date and time, or the condition of the property. These items have been previously agreed upon in writing and the tenants have been provided explicit vacating instructions.
2. Please do not plan for or schedule any major repairs/updates until after the scheduled vacate date of the Tenant.
3. Please, if at all possible, do not schedule the settlement date to coincide with the day the Tenant is supposed to vacate. We have found it best to allow several days between the scheduled vacate date and the settlement date to allow for any emergency situations.

We hope to have a smooth and seamless transition. The most important thing to remember is to keep all lines of communication open. Any request that you or your agent may have should be submitted to PPM for presentation to the Tenant. It is important to remember that no agreement is valid unless it is put in writing and signed by all parties to the Lease.

Thank you for allowing PPM to manage your property. We hope that you would consider using our services in the future.

Sincerely,