

Guidelines for Communication with New Property Managers

Dear Team,

As we welcome our new property managers, we want to ensure clear and effective communication. Below are some guidelines to facilitate this process:

1. Establish Open Lines of Communication

- Introduce yourself via email or in person.
- Schedule regular check-ins to discuss any ongoing issues or updates.

2. Be Clear and Concise

- Use straightforward language in all communications.
- Avoid jargon unless previously explained.

3. Share Important Information Promptly

- Send all necessary documents and information as soon as possible.
- Keep the property managers informed of any changes in property status.

4. Be Respectful and Professional

- Maintain a courteous tone in all correspondence.
- Address any concerns or conflicts professionally.

5. Provide Constructive Feedback

- Offer positive remarks as well as areas for improvement.
- Encourage an environment where feedback is welcomed.

We believe these guidelines will create a positive and efficient working relationship with our new property managers. Thank you for your cooperation.

Best regards,
Your Name
Your Position
Your Company