



*"America's first Agent Owned Cloud Based Real Estate Brokerage"*

May 20, 2016

Dear Tenant:

My name is Derrick Ruiz and I am a broker with eXp Realty. I have been hired to sell the property at 123 Main St for the owners John and Susan Smith,

I can be reached at **(310) 308-3174** or at [derrick.ruiz@eXpRealty.com](mailto:derrick.ruiz@eXpRealty.com).

I want to let you know what will happen over the course of the next 30 days. First I need to inspect the units. I will be calling all the tenants shortly to schedule the inspection. Next there will be a termite inspection. You will always receive at least **24 hours** notice prior to any inspection.

I know that living in a building that is for sale can be a hassle. I too have been a tenant. Nonetheless, the owner has hired me to do a job and we are asking for your cooperation.

You might see buyers walking by the building while it is for sale. We have asked them to be respectful of all of the tenants living in the building and not to disturb you. Should anyone ask you any questions, just tell them to call the agent whose phone number is on the sign. You do not have to talk to anyone. Again tell them to contact me.

We will keep you updated as the property goes into escrow and when it is closing. I will be there to help transfer the operations to the new owner and will let you know where to send the rent check when escrow is closed. **Nothing much should change with your tenancy, especially since you are in a rent control area.**

Please contact us at the office number if you have any questions or experience any problems while the property is being marketed. Thank you.

Sincerely,

Derrick Ruiz

Ps. if it is more convenient to contact you via email, please email your contact info. Thank you.