



March 6, 2017

Dear Tenant,

This letter is to inform you of a change in property management.

Effective March 31, 2017, your lease will be administered and managed by the Facilities & Real Property Management Division. Please view the following contact information for your future needs. **Your contacts for billing and maintenance have not changed.**

<b>Lease Administration</b>	Stephen Ward Real Property Agent II 915 I Street, 2 <sup>nd</sup> floor Sacramento, CA 95814	(916) 808 -1081 stward@cityofsacramento.org
<b>Facilities Maintenance</b>	Sacramento City 311 Agents available 24/7	(916) 264-5011  Email: <a href="mailto:311@cityofsacramento.org">311@cityofsacramento.org</a>  App Store iPhone & Android: Search Sacramento 311 for City of Sacramento
<b>Billing Questions and AutoPay</b>  <b>Payment Mailing Address</b> (No public counter at this address)	Dan Motta Senior Accountant Auditor  Parking Administration ATTN: Accounts Payable 300 Richards Blvd, Second Floor Sacramento, CA 95811	(916) 808 - 5124

If you have any questions about this transition, please feel free to contact me or Stephen at any time. Please be advised that your current lease terms will not be changed.

It has been a pleasure working with you for the past three years, and I wish you continued success.

Sincerely,

  
Erika Galang  
Program Specialist