



PROFESSIONAL PROPERTY MANAGEMENT OF NORTHERN VIRGINIA, INC.

5105-K Backlick Road
Annandale, Virginia 22003

TEL 703-642-3010
FAX 703-642-3619 (Red)
FAX 703-256-4720 (Blue)

E-Mail ppm@ppmnva.com
www.ppmnva.com

14127 Robert Paris Court
Chantilly, Virginia 20151

TEL 703-639-1990
FAX 703-378-1414 (Green)

DATE: _____

TO: _____

RE: _____
Owner

Address

Loan / Account Number

To Whom It May Concern:

This is to inform you that Professional Property Management will be managing the aforementioned property. All payments will continue to be made by the owner.

This letter authorizes the company to which this letter is addressed to release any information pertaining to the account listed above. Professional Property Management will be acting on behalf of the Owner in their absence.

c/o Professional Property Management
5105 K Backlick Road
Annandale, VA 22003
(703) 642-3010

Thank you for your cooperation.

Sincerely,



**PROFESSIONAL PROPERTY MANAGEMENT
OF NORTHERN VIRGINIA, INC.**

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DATE: _____

TO: _____

RE: _____
Owner

Address

Loan / Account Number

To Whom It May Concern:

This is to inform you that Professional Property Management will be managing the aforementioned property. Effective _____, all payments will be made by Professional Property Management.

Please forward all future correspondence and information pertaining to the property to:

c/o Professional Property Management
5105 K Backlick Road
Annandale, VA 22003
(703) 642-3010

Thank you for your cooperation.

Sincerely,