

**NOTICE OF ASSIGNMENT OF LEASE  
(Commercial Building)**

**TO: ALL TENANTS OF  
[NAME OF BUILDING]  
\_\_\_\_\_ [street address of building]  
[City], South Carolina, [zip code]**

**RE: Assignment of [NAME OF PRIOR LANDLORD]'s Interest in  
[NAME OF BUILDING]**

TAKE NOTICE that [NAME OF PRIOR LANDLORD] Deed, right, title and interest in the above noted property has been assigned by

**SAMPLE PREVIEW**  
[NAME OF SIGNING NEW LANDLORD] (the "Assignee")  
[Address of Assignee]  
[City] & [State] [Zip Code]  
[Phone Number]  
[E-mail Address: name of company or person]

In connection with the sale of the Building, your Lease / Rental Agreement has been assigned to the Assignee as of the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. Accordingly, all rent and other amounts due under your Lease / Rental Agreement with [NAME OF PRIOR LANDLORD] from the date of the assignment should be paid to the above named Assignee.

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

[NAME OF PRIOR LANDLORD]

By: \_\_\_\_\_

\_\_\_\_\_  
Title of Signing Officer

**CERTIFICATE OF DELIVERY**

I, \_\_\_\_\_, hereby certify that I have on \_\_\_\_\_ [insert date] delivered a true and correct copy of the foregoing document to \_\_\_\_\_, by:

[check the appropriate option]

\_\_\_ Personal Service

\_\_\_ Mailing a true and correct copy of same by certified U.S. Mail, postage prepaid, return receipt requested, to:

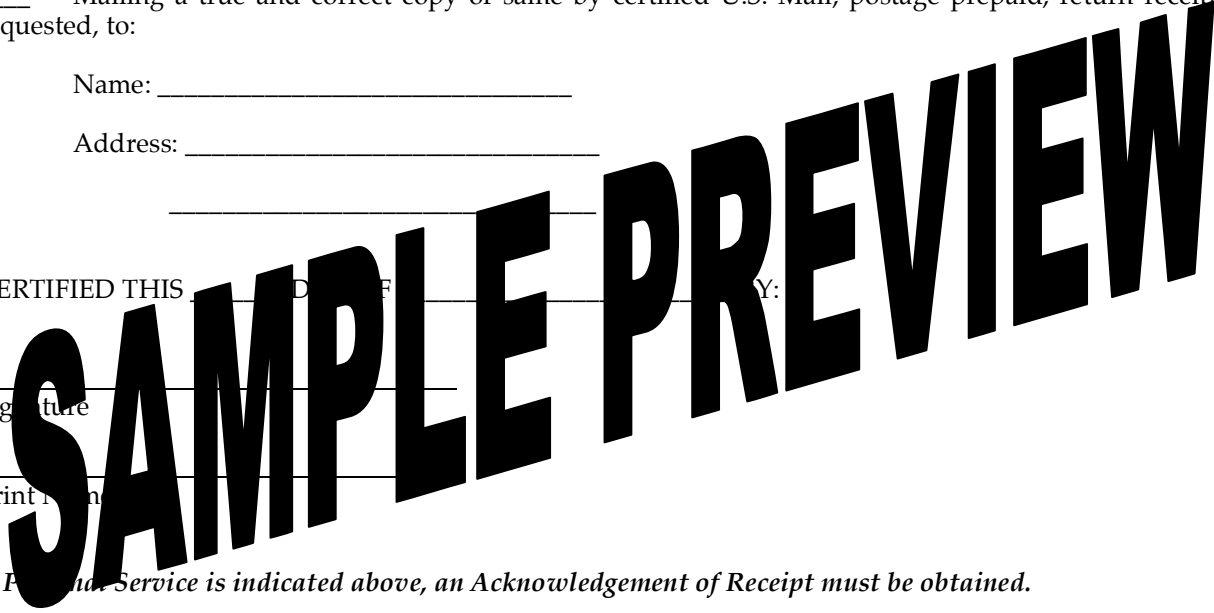
Name: \_\_\_\_\_

Address: \_\_\_\_\_

CERTIFIED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY:

Signature \_\_\_\_\_

Print Name \_\_\_\_\_



*If Personal Service is indicated above, an Acknowledgement of Receipt must be obtained.*

**Acknowledgement of Receipt**

I, \_\_\_\_\_, [print name], hereby acknowledge receipt of this Notice of Assignment of Lease.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name