

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

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

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

TAKE NOTICE that [NAME OF PRIOR LANDLORD]'s right, title and interest in the above noted property has been acquired by:

[NAME OF ASSIGNEE] NEW [NAME OF COMPANY] ("Assignee")  
[address of assignee]  
[phone & fax numbers]  
[contact: name of contact person]

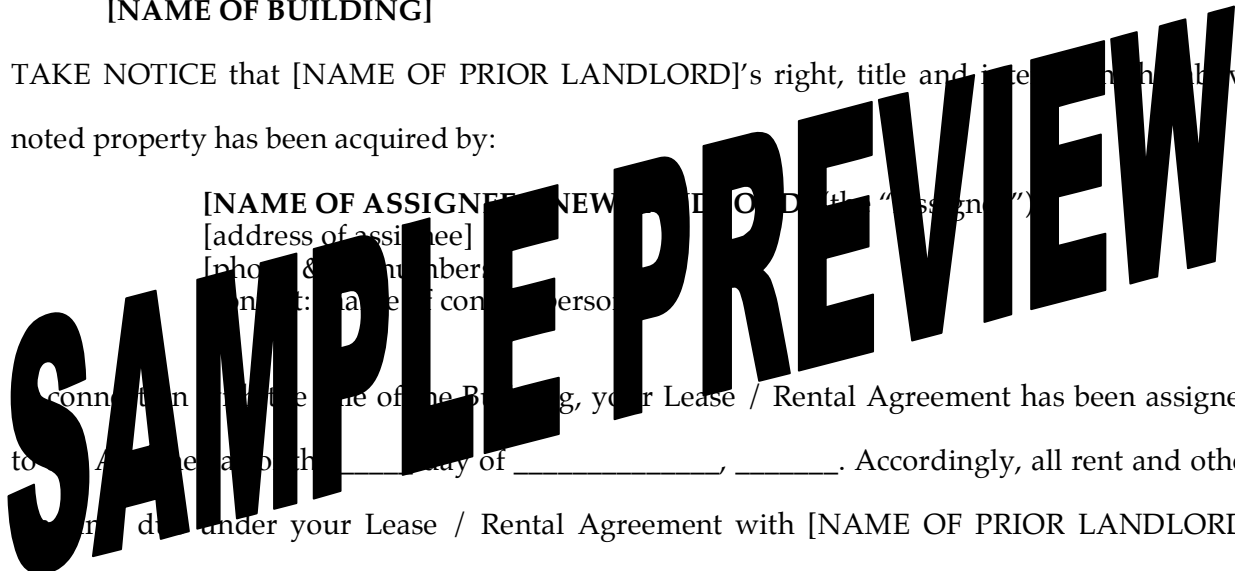
\_\_\_\_\_ [NAME OF PRIOR LANDLORD] ("Prior Landlord")  
In connection with the sale of the Building, your Lease / Rental Agreement has been assigned to Assignee as of the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. Accordingly, all rent and other charges due under your Lease / Rental Agreement with [NAME 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: \_\_\_\_\_

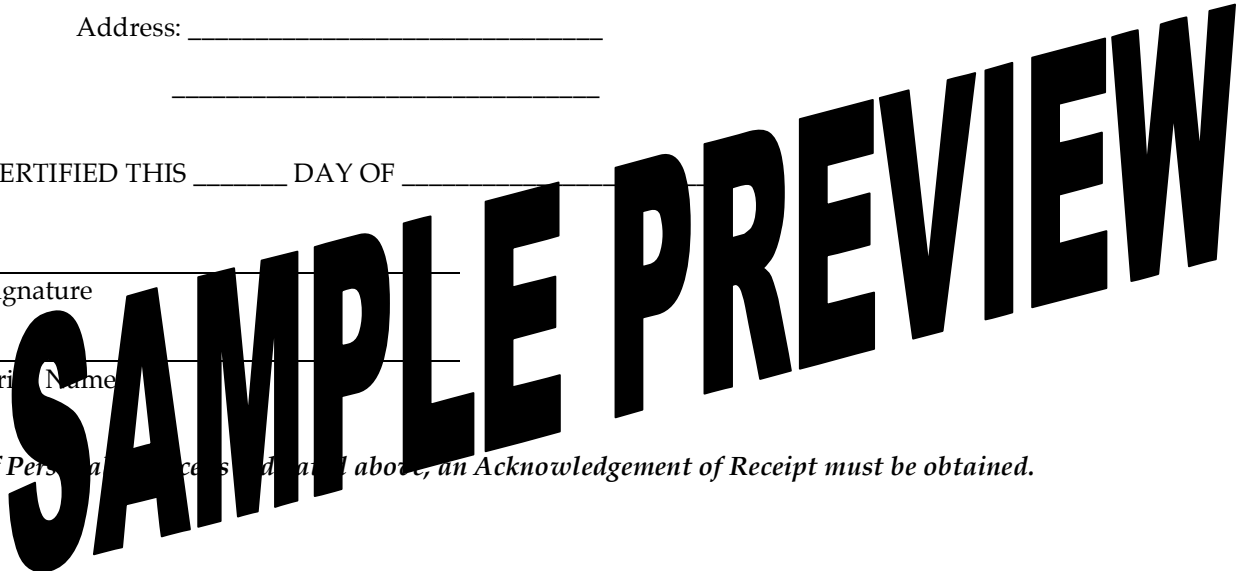
\_\_\_\_\_

CERTIFIED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

Signature \_\_\_\_\_

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

*If Personal Service as detailed 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 \_\_\_\_\_, 2\_\_\_\_\_.

Signature \_\_\_\_\_

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