

[Your Company/Property Name]
[Your Street Address]
[City, State, ZIP Code]
[Date]

Welcome to Your New Home at [Property Address]!

Dear [Tenant's Name],

We're thrilled to welcome you as a new tenant at [Property Name]! We aim to make your move-in process as smooth and enjoyable as possible. Below you'll find some important information and reminders to help you settle in. Feel free to reach out if you have any questions or need assistance.

Key Details

Property Address	[Insert Property Address]
Scheduled Move-In Date	[Insert Move-In Date]
Lease Start Date	[Insert Lease Start Date]
Monthly Rent Amount	[Insert Rent Amount]
Security Deposit Paid	[Insert Security Deposit Amount]

Contact Information

If you need assistance at any point, please don't hesitate to contact us.

Property Owner/Manager Name	[Insert Name]
Phone Number	[Insert Contact Number]
Email Address	[Insert Email Address]
Normal Business Hours	[Insert Business Hours]

If there is an urgent issue (e.g., plumbing or electrical emergencies), you can contact our emergency repair service directly at [Insert Emergency Repair Contact Info].

Moving-In Checklist

<input type="checkbox"/> Verify utilities are set up with local companies	Gas Utility: [Insert Local Gas Utility Information]
	Electric Utility: [Insert Local Electric Utility Information]
	Water/Sewer Company: [Insert Local Utility Details]
<input type="checkbox"/> Review and sign the lease agreement	(if not already done)

<input type="checkbox"/> Obtain renters insurance	Provide proof of coverage before move-in
<input type="checkbox"/> Arrange for your moving truck	Ensure parking is available for [Insert Move-In Day Parking Details]
<input type="checkbox"/> Complete the property walkthrough	With the landlord or property manager to document the property's condition

Property Guidelines and Important Details

We encourage all tenants to take note of the following rules to maintain a positive landlord-tenant relationship and a pleasant living environment for everyone.

Trash Collection

[Insert Instructions and Schedule]

Guest Parking

[Insert Details About Parking]

Property Rules

[List Key Rules or Refer to Tenant Handbook for Details]

Maintenance Requests

Report maintenance issues to [Insert Contact Method] during business hours or via [Online Maintenance System, if applicable].

Helpful Neighborhood Guidance Information

To help you feel at home, here are some local resources you might find useful.

Local Restaurants

[Insert Recommendations]

Grocery Stores

[Insert Nearby Stores]

Public Transit Options

[Insert Local Transit Information]

Nearby Attractions

[Insert Suggestions]

Move-In Date Reminders

Key Collection Instructions

Please collect your keys from [Insert Key Pickup Details].

Paying Rent

Payment is due on [Insert Due Date]. Payment can be made [Online, via Mail, or By Check at Office Address].

Laundry Room Access (if applicable)

Use your access code [Insert Code] to operate the laundry machines.

Contact Details for Property Managers

Make sure tenants can easily reach both you and your property management team. Provide clear phone numbers, email addresses, or other preferred contact methods.

Contact Information

[Insert Details]

Professional Cleaning Service

Offer a welcoming touch by including a voucher or discount for a professional cleaning service, helping your tenants settle in smoothly.

Cleaning Service Details

[Insert Voucher/Discount Info, if applicable]

Property Management

Highlight the unique services your property management team provides, such as 24/7 support or an online service portal, to show tenants you're there for them.

Property Management Highlights

[Insert Key Features or Services]

Other Property Rules

Set clear expectations by listing additional property rules, like pet policies or shared space etiquette, in a friendly manner.

Additional Rules (Renters Insurance, Property Walkthrough, etc)

[List Specific Rules or Reference Tenant Handbook]

Tenant Letter

Add a personal touch to your welcome letter by addressing the tenant by name and including a warm introductory message that makes them feel valued and at home.

Personalized Message

[Draft Warm Welcome Message]

Emergency Repairman Directly

Make sure the tenants feel secure by providing contact details for reaching an emergency repairman directly for any urgent issues.

Emergency Repair Contact Information

[Insert Details]

Both You and the Tenant

Encourage a collaborative relationship by including a short statement on how both you and your tenants share a commitment to maintaining the property.

Shared Commitment Statement

[Write a Brief Note]

Tenant Settle

Help your tenants settle in by providing tips for their new home, like inviting them to neighborhood events or sharing local resources.

Settling-In Suggestions

[Insert Welcome Tips or Local Events Info]

Rental Agreement

Attach a copy of the signed rental agreement and highlight key sections to ensure tenants can easily reference important terms.

Rental Agreement Points

[List Key Agreement Highlights or Attach the Agreement]

We are so excited to have you as part of the [Property Name] community. Our goal is to provide a safe, comfortable, and enjoyable living experience for all tenants.

Please don't hesitate to contact us if you have any questions during your move-in or at any time throughout your lease. We're here to help!

Warm regards,

[Your Full Name or Title]

[Signature or Printed Name]

[Contact Info (Email/Phone)]