

Date: [Date]

To: [Tenant Name]

Property Address: [Property Address, Unit Number]

Dear [Tenant Name],

Welcome to your new home! As you prepare for your move-in on [Move-In Date], we want to ensure you are fully protected. As per your lease agreement, proof of renters insurance is required before keys can be handed over.

Please use the following checklist to ensure your policy meets the necessary requirements:

- **Policy Effective Date:** The policy must begin on or before [Move-In Date].
- **Liability Coverage:** A minimum of \$[Amount, e.g., 100,000] in personal liability coverage.
- **Interested Party:** [Landlord/Property Management Name] must be listed as an "Additional Interest" or "Interested Party."
- **Address:** The insured address must match your new unit address exactly.
- **Personal Property:** Ensure your coverage limit is sufficient to replace your belongings in case of loss.

**Action Required:**

Please email a copy of your "Declaration Page" to [Email Address] or bring a printed copy to the leasing office no later than [Deadline Date/Time].

Failure to provide this documentation may result in a delay of your move-in or the enrollment in a mandatory landlord-placed liability fee.

If you have any questions regarding these requirements, please contact us at [Phone Number].

Sincerely,

[Your Name/Property Management Company]

[Contact Information]