

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

Dear [Tenant Name],

Welcome to your new home! We are pleased to have you as a resident and hope you enjoy your stay at [Property Name/Address].

Enclosed you will find your keys, a copy of your signed lease agreement, and a move-in inspection checklist. Please return the completed checklist to our office within [Number] days.

Renters Insurance Requirement

As outlined in your lease, all tenants are required to maintain a renters insurance policy. This protects your personal belongings in the event of theft, fire, or water damage, as our building insurance only covers the structure itself.

If you do not already have a provider, we recommend contacting [Insurance Company Name] at [Phone Number] or [Website]. They offer affordable plans specifically designed for our residents. Please provide us with a copy of your policy declarations page by [Date].

If you have any questions regarding your move-in or the property, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Company Name]