

Date: [Insert Date]

To: All New Residents and Homeowners

Subject: Official Move-In Policies and Procedures for [Insert Community Name]

Dear Resident,

Welcome to [Insert Community Name]. To ensure a smooth transition and to maintain the safety and aesthetics of our gated community, please adhere to the following move-in policies:

- **Scheduling:** All moves must be scheduled with the Management Office at least [Insert Number] days in advance. Moving is permitted only between the hours of [Insert Time] and [Insert Time], [Insert Days of Week].
- **Gate Access:** Moving trucks must enter through the [Insert Specific Gate Name] gate. Please provide the name of your moving company to the security office to ensure they are granted entry.
- **Parking:** Moving vehicles must not block emergency access routes, fire hydrants, or neighbor driveways. Trucks must park in designated loading areas only.
- **Security Deposit:** A refundable move-in deposit of \$[Insert Amount] is required to cover any potential damage to common areas, curbs, or gates during the process.
- **Disposal of Packing Materials:** All cardboard boxes must be flattened and placed inside the designated recycling bins. Large packing materials and crates must be hauled away by your moving company and cannot be left at the community curb.
- **Damage Assessment:** A pre-move and post-move inspection of the common areas leading to your residence will be conducted by community staff.

Please sign and return the attached acknowledgement form before your scheduled move date. If you have any questions, contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Insert Name/Signature]

[Insert Title, e.g., Property Manager]

[Insert Community/HOA Name]