

Date: [Date]

Tenant Name(s): [Tenant Names]

Property Address: [Unit Number and Street Address]

## Subject: Pet-Friendly Move-In Protocol and Guidelines

Dear [Tenant Name],

We are pleased to welcome you and your pet to your new home. To ensure a comfortable environment for all residents, please adhere to the following pet protocol as you move in:

- **Pet Registration:** Ensure all pet records, including vaccination history and local licenses, have been submitted to the management office.
- **Move-In Day:** For the safety of your pet and the moving crew, please keep your pet secured in a crate or at a separate location until all furniture has been moved in.
- **Leash Policy:** All pets must be kept on a leash at all times when in common areas, hallways, and outdoor shared spaces.
- **Waste Disposal:** Please pick up after your pet immediately. Use the designated pet waste stations located at [Location]. Disposal of pet waste in indoor trash chutes is prohibited.
- **Noise Control:** Be mindful of your neighbors. Please take steps to prevent excessive barking or noise that may disturb others.
- **Damages:** Tenants are responsible for any damage caused to the unit or common areas by their pets. This includes scratches, odors, or stains.
- **Designated Areas:** Pets are allowed in [List specific areas], but are restricted from [List restricted areas, e.g., pool deck, gym].

If you have any questions regarding these policies, please contact the management office at [Phone Number] or [Email Address].

We hope you and your pet enjoy your new home!

Sincerely,

[Your Name/Property Management Name]

[Company Name]