

[Date]

[Tenant Name]

[Future Address]

[City, State, Zip Code]

Welcome to Your New Home

Dear [Tenant Name],

We are excited to welcome you to your new home at [Property Address]. To ensure a smooth transition, please review the following move-in details:

1. Move-In Date and Key Pickup

Your lease begins on [Start Date]. You may collect your keys at [Location/Time] once the initial month's rent and security deposit have been paid in full.

2. Utility Transfers

Please ensure the following utilities are transferred into your name effective [Move-in Date]:

- Electricity: [Provider Name/Phone]
- Water/Sewer: [Provider Name/Phone]
- Gas: [Provider Name/Phone]
- Trash Collection: [Provider Name/Phone]

3. Move-In Inspection

A Move-In Inspection Form is included with your welcome packet. Please document the condition of the property and return the signed form to us by [Date/Deadline] to ensure you are not held responsible for pre-existing damages.

4. Rent Payments

Rent is due on the [Day] of each month. Payments can be made via:

- Online Portal: [URL]
- Mail/Drop-off: [Address]

5. Maintenance and Emergencies

For non-emergency maintenance requests, please use [Portal/Email/Phone]. For urgent emergencies (flooding, fire, or total loss of heat), call [Emergency Phone Number] immediately.

6. Home Care Reminders

- Lawn Care: [Tenant/Landlord] is responsible for mowing and yard maintenance.
- Air Filters: Please change HVAC filters every [Number] months.
- Trash Day: Pickup occurs every [Day of the Week].

If you have any questions before your move-in date, please contact us at [Phone Number] or [Email].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]