

[Date]

[Tenant Name]

[Current Address]

[City, State, Zip Code]

# Welcome to Your New Home

Dear [Tenant Name],

We are excited to welcome you to [Property Name/Address]. We hope you will be very happy in your new home. To ensure a smooth transition, please review the following move-in instructions and information.

## 1. Move-In Date and Time

Your official move-in date is [Date] at [Time]. Please coordinate with the management office if you need to adjust this schedule.

## 2. Key Pickup

Keys can be collected from [Location/Office Address] during the following hours: [Hours]. Please bring a valid government-issued ID.

## 3. Utility Setup

Please ensure that all utilities are transferred into your name effective as of your move-in date. Contact information for local providers is listed below:

- Electricity: [Company Name & Phone]
- Water/Sewer: [Company Name & Phone]
- Gas: [Company Name & Phone]
- Trash/Recycling: [Company Name & Phone]
- Internet/Cable: [Company Name & Phone]

## 4. Move-In Inspection

Attached is a Move-In Inspection Form. Please walk through the property and note the condition of each room. Return this signed form to the management office within [Number] days of your move-in. This document protects your security deposit by documenting any pre-existing damage.

## 5. Rent Payments

Rent is due on the [Day] of each month. You can pay via the following methods:

- Online Portal: [Website URL]
- By Mail: [Mailing Address]
- In-Person: [Office Location]

## **6. Maintenance Requests**

For non-emergency maintenance requests, please use the [Online Portal/Email]. For after-hours emergencies (e.g., flooding, fire, total loss of heat), please call [Emergency Phone Number].

## **7. Parking and Trash**

Parking is permitted in [Assigned Spot/Area]. Trash collection occurs every [Day of Week]. Please ensure bins are [Instructions for bins].

If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]