

Subject: Action Required: Move-In Portal Setup and Initial Deposit Payment

Dear [Tenant Name],

Welcome! We are excited to have you as a new resident at [Property Name/Address]. To finalize your move-in process, please complete the following steps regarding your online portal and initial payments.

1. Activate Your Resident Portal

We use an online portal for all payments and maintenance requests. Please activate your account using the link below:

Portal Link: [Insert URL]

Registration Code (if applicable): [Insert Code]

2. Initial Deposit Payment

The following initial payments are due by [Due Date] to secure your move-in date:

- Security Deposit: \$[Amount]
- First Month's Rent: \$[Amount]
- Other Fees (Pet/Parking): \$[Amount]
- **Total Due: \$[Total Amount]**

3. Next Steps

Once your portal is set up and the deposit is paid, we will reach out to schedule your key pickup and move-in inspection. Please ensure the payment is completed via [Payment Method: E-check/Credit Card/Bank Transfer] through the portal.

If you have any questions regarding the portal setup or the payment schedule, please contact us at [Phone Number] or [Email Address].

Best regards,

[Your Name/Management Name]
[Property Management Company]
[Contact Information]