

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

# Welcome to Your New Home!

Dear [Tenant Name],

Welcome to [Property Name/Management Company]. We are pleased to have you as a resident and hope you enjoy your new home.

## Move-In Details:

- **Lease Start Date:** [Date]
- **Rent Amount:** \$[Amount]
- **Rent Due Date:** [Day] of each month

## Rent Payments:

Rent can be paid via [Online Portal Link, Check, or Cashier's Check]. Please make checks payable to [Payee Name].

## Maintenance Requests:

For non-emergency repairs, please submit a request through [Online Portal] or call [Phone Number]. For after-hours emergencies, contact [Emergency Number].

## Utilities:

Please ensure all utilities (electricity, water, gas) are transferred to your name by [Date].

## Trash and Recycling:

Trash pickup is scheduled for [Day of Week]. Please use the bins located at [Location].

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

Sincerely,

[Your Name]

[Property Management Company Name]