

[Date]

[Tenant Business Name]  
[Tenant Primary Contact Name]  
[Unit Number/Suite]

## Welcome to [Property Name]

Dear [Tenant Name],

Welcome to [Property Name]! We are thrilled to have your business as part of our mixed-use community. Our goal is to provide a vibrant environment where retail, office, and residential spaces thrive together.

Below is important information regarding your move-in and the operation of your retail space:

- **Property Manager:** [Name] - [Phone Number] - [Email]
- **Maintenance Requests:** [Link to Portal or Phone Number]
- **Security/After-Hours Contact:** [Phone Number]
- **Loading Dock Access:** [Instructions for deliveries and move-in hours]
- **Trash and Recycling:** [Location of retail-specific bins and pickup schedule]

### Operating Requirements:

Please ensure your operating hours align with the building's retail guidelines: [Insert Hours]. We also remind you that all signage must be approved by management prior to installation to maintain the aesthetic of the development.

### Utility Setup:

If you have not already done so, please ensure that accounts for electricity, water, and internet are transferred to your business name as of [Lease Start Date].

### Insurance:

Please provide a final copy of your Certificate of Insurance (COI) naming [Landlord/Property Management Entity] as additionally insured before you open for business.

We look forward to a successful partnership. If you have any questions as you set up your shop, please do not hesitate to reach out to the management office.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]