

Date: [Date]

[Tenant Name]

[Tenant Representative]

[Tenant Address/Suite Number]

## Welcome to [Property Name]

Dear [Tenant Name],

We are excited to welcome you as a new tenant at [Property Name]. We are pleased that you have chosen our location for your business and look forward to a successful relationship.

To assist with your move-in process, please find the following information and required items:

- **Keys:** [Number] sets of keys for your retail space are enclosed/available at [Location].
- **Utilities:** Please ensure that electricity, water, and gas accounts have been transferred to your name as of [Date].
- **Insurance:** A copy of your Certificate of Insurance (COI) must be on file prior to your grand opening.
- **Signage:** All exterior signage must be approved by management and comply with the [Signage Guidelines Document].
- **Trash/Recycling:** Disposal bins are located at [Location]. Pick-up occurs on [Days].

### Property Management Contact Information:

- Main Office: [Phone Number]
- Maintenance Requests: [Portal Link or Phone Number]
- Emergency After-Hours: [Phone Number]

Please complete and return the enclosed "Move-In Inspection Form" within [Number] days to document the current condition of the premises.

We wish you great success with your business. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]