

Dear [Tenant Name],

Welcome to [Building Name]. To ensure the safety and security of all residents, please find your building access information and security protocols below.

1. Access Codes and Keys

- **Main Entrance Code:** [Insert Code]
- **Amenity Area Code:** [Insert Code]
- **Key Fob/Card Number:** [Insert Number]

2. Security Procedures

Please follow these guidelines to maintain a secure environment:

- Do not share your access codes with unauthorized individuals.
- Ensure all entry doors close securely behind you.
- Do not "tailgate" or allow unknown individuals to follow you into the building.
- Report any lost keys or fobs to Management immediately.

3. Visitor Access

Visitors may contact you via the intercom system located at [Location]. To grant access, please [Instructions, e.g., press 9 on your phone].

4. Emergency Contacts

In case of a security emergency or lockout, please contact:

- **Building Management:** [Phone Number]
- **On-site Security:** [Phone Number]
- **Emergency Services:** 911

Thank you for your cooperation in keeping our community safe.

Sincerely,

[Your Name/Property Management]
[Contact Information]