

Dear [Resident Name],

Welcome to [Complex Name]! We are pleased to provide you with your digital access credentials for your new home.

Property Address: [Unit Number/Street Address]

Your Smart Lock Details:

- **Entry Access Code:** [Insert Code]
- **Lock Brand/App:** [Insert App Name, e.g., Yale/August]

How to use your lock:

1. To unlock: Enter your 4-6 digit code followed by the [Checkmark/Lock] button.
2. To lock from outside: Press any key or the [Lock] button.
3. Mobile Access: If you prefer using your smartphone, please download the [App Name] and register using the email address: [Resident Email].

Security Reminders:

- Do not share your access code with unauthorized individuals.
- If you believe your code has been compromised, contact the management office immediately to reset it.
- The lock will temporarily disable after 5 failed attempts.

If you have any questions or experience technical difficulties, please contact our maintenance team at [Phone Number] or [Email Address].

Best regards,

[Management Name]
[Complex Name] Management