

[Date]

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]

Dear [Landlord Name],

Welcome to [Company Name]! We are excited to partner with you and manage your property located at [Property Address].

Our goal is to maximize your investment while providing professional service to your tenants. This letter contains important information regarding your onboarding process.

Your Account Information:

- **Owner Portal Login:** [URL/Link]
- **Username:** [Username]
- **Property Manager:** [Name]
- **Direct Contact:** [Phone Number/Email]

Next Steps:

1. **Portal Setup:** Please log in to the owner portal to provide your banking details for direct deposit payments.
2. **Documentation:** Ensure all required insurance documents and tax forms (W-9) have been uploaded.
3. **Inspections:** We will schedule an initial property walkthrough on [Date/Time].

Statements and rental income distributions are typically processed on the [Day] of each month. You can view real-time financial reports through your portal at any time.

If you have any questions, please do not hesitate to reach out to your assigned property manager.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Phone Number]
[Website]