

[Date]

[Resident Name]

[Apartment Number]

[Property Name]

Dear [Resident Name],

Welcome to [Property Name]! We are pleased to have you as a member of our community. To ensure a comfortable and safe living environment for all residents, please review the following key community rules and guidelines:

- **Quiet Hours:** Quiet hours are observed from [Start Time] to [End Time] daily. Please be mindful of volume levels regarding music, televisions, and guests.
- **Trash Disposal:** All trash must be bagged and placed inside the designated [dumpsters/chutes]. Please do not leave trash in hallways or common areas.
- **Parking:** Residents must park in assigned spaces or designated open areas. Vehicles without a valid permit or those parked in fire lanes may be towed.
- **Common Areas:** Use of the [Pool/Gym/Clubhouse] is permitted between [Opening Time] and [Closing Time]. Please follow all posted safety signs.
- **Maintenance:** For routine repairs, please submit a request via [Online Portal/Phone]. For after-hours emergencies, call [Emergency Number].
- **Pets:** All pets must be leashed in common areas. Owners are responsible for cleaning up after their pets immediately.

A full list of community policies is included in your lease agreement. If you have any questions, please visit the leasing office or contact us at [Phone Number] or [Email Address].

Welcome home!

Sincerely,

[Management Name]

[Property Name] Management