

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Address]

Welcome to Your New Home!

Dear [Tenant Name],

Welcome to the community! We are pleased that you have chosen [Property Name/Community Name] as your new residence. Our goal is to provide a safe, clean, and enjoyable living environment for all our residents.

1. Key Lease Regulations

To ensure a positive experience for everyone, please keep the following regulations in mind as outlined in your lease agreement:

- **Rent Payments:** Rent is due on the [Date] of each month. Payments can be made via [Insert Method].
- **Noise Policy:** Quiet hours are from [Time] to [Time] daily. Please be respectful of your neighbors.
- **Maintenance:** For non-emergency repairs, please submit a request via [Portal/Email]. For emergencies, call [Phone Number].
- **Trash Disposal:** Trash must be placed in designated bins. Pickup days are [Days].
- **Parking:** Please park only in your assigned space (# [Number]) or designated guest areas.
- **Guest Policy:** Guests staying longer than [Number] days must be reported to management.

2. Community Information

Here are a few details to help you get settled:

- **Mailboxes:** Your mailbox is located at [Location] and is numbered [Number].
- **Amenities:** Access to the [Pool/Gym/Laundry] requires a [Key/Fob] and is available from [Hours].
- **Emergency Contact:** In case of fire or medical emergency, dial 911 immediately.

Please review your full lease agreement for a complete list of rules and responsibilities. If you have any questions, do not hesitate to contact the management office at [Phone Number] or [Email].

We are glad to have you as a neighbor!

Sincerely,

[Your Name/Management Name]

[Property Name]

[Contact Information]