

[Date]

[Tenant Name]

[Unit Number]

[Property Address]

Subject: Welcome and New Building Regulations

Dear [Tenant Name],

Welcome to [Property Name]. We are pleased to have you as a resident. To ensure a comfortable and safe living environment for everyone, we would like to highlight the key regulations for this property.

Please review the following guidelines:

- **Rent Payments:** Rent is due on the [Date] of each month. Payments can be made via [Payment Method].
- **Noise Policy:** Quiet hours are observed from [Start Time] to [End Time] daily.
- **Maintenance:** Please report any repair issues immediately through [Portal/Phone Number].
- **Trash and Recycling:** All waste must be disposed of in the designated bins located at [Location]. Collection days are [Days].
- **Parking:** Residents must park only in assigned spots or designated visitor areas. [Permit Details].
- **Smoking:** Smoking is [Permitted/Prohibited] in the following areas: [Details].
- **Pets:** [Brief Pet Policy or Reference to Lease].

Please refer to your signed lease agreement for a full list of terms and conditions. Failure to comply with these regulations may result in a formal notice.

If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Property Manager Name]

[Management Company Name]