

[Date]

[Tenant Name]

[Unit Address]

[City, State, Zip Code]

Welcome to Your New Home

Dear [Tenant Name],

Welcome! We are pleased to have you as a resident at [Property Name]. Our goal is to provide a safe and comfortable living environment for everyone. Please review the following guidelines and contact information for your new home.

1. Contact Information

Management Office: [Office Name]

Phone Number: [Phone Number]

Email: [Email Address]

Office Hours: [Hours of Operation]

2. Rent Payments

Rent is due on the [Day] of each month. You can pay your rent via:

- **Online Portal:** [Website URL]
- **Personal Check/Money Order** mailed to: [Mailing Address]

3. Maintenance Requests

For non-emergency repairs, please submit a request through the resident portal or call the office. For after-hours maintenance emergencies (such as flooding or total loss of heat), please call [Emergency Phone Number].

4. Property Guidelines

- **Quiet Hours:** Between [Start Time] and [End Time].
- **Trash Disposal:** Trash must be placed in [Designated Area] and collected on [Collection Days].
- **Parking:** Please park only in [Assigned Space/Area]. Unauthorized vehicles may be towed.
- **Smoking Policy:** [Smoking/Non-Smoking] is permitted only in [Specific Areas].

5. Move-In Inspection

Please complete and return your Move-In Inspection Form to the office within [Number] days of move-in to document the current condition of the unit.

We hope you enjoy your new home. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]