

# Welcome to Your New Home!

Dear Resident,

We are delighted to welcome you to **[Property Name]**. We hope you will enjoy your stay here and find your new home comfortable and welcoming.

To ensure a smooth transition, please review the following orientation details and community rules:

## 1. Moving-In Procedures

- **Move-in Date:** [Date]
- **Key Pickup:** [Location/Time]
- **Inspection Form:** Please complete and return the move-in inspection form by [Deadline Date].

## 2. Rent and Utilities

- **Rent Due Date:** Rent is due on the [Day] of each month.
- **Payment Method:** [Online Portal/Check/Other].
- **Utilities:** Ensure [Electricity/Water/Gas] are transferred to your name by [Date].

## 3. Community Rules

- **Quiet Hours:** From [Time] to [Time] daily.
- **Trash Disposal:** Trash must be placed in [Location] on [Pickup Days].
- **Parking:** Please park only in your assigned spot: [Spot Number/Area].
- **Smoking Policy:** This is a [Smoking/Non-Smoking] property.

## 4. Maintenance Requests

For non-emergency repairs, please submit a request via [Portal Link/Email/Phone]. For after-hours emergencies, call [Emergency Phone Number].

## 5. Management Contact Information

**Property Manager:** [Name]

**Office Hours:** [Hours]

**Phone:** [Phone Number]

**Email:** [Email Address]

Please sign below to acknowledge that you have received the resident handbook and agree to follow the community rules.

Sincerely,

The Management Team

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**Resident Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_