

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

# Welcome to Your New Home

Dear [Tenant Name],

Welcome to [Property Name/Management Company]. We are pleased to have you as a resident and hope you enjoy your new home. This letter contains important information regarding your tenancy and property regulations.

## 1. Contact Information

Property Manager: [Name]

Office Phone: [Phone Number]

Emergency Maintenance: [Phone Number]

Email: [Email Address]

## 2. Rent Payments

Rent is due on the [Day] of each month. Payments can be made via [Payment Method - e.g., Online Portal, Check, etc.]. Please ensure payments are made on time to avoid late fees as outlined in your lease agreement.

## 3. Maintenance Requests

For routine maintenance issues, please submit a request through [Submission Method]. For emergencies (such as flooding or gas leaks), contact our emergency line immediately.

## 4. Property Regulations

- **Noise:** Please be mindful of neighbors. Quiet hours are from [Start Time] to [End Time].
- **Parking:** Park only in designated spots: [Assigned Spot Number/Area]. Vehicles without permits may be towed.
- **Trash Disposal:** Trash must be placed in [Location]. Pickup days are [Days of Week].
- **Smoking:** This property is [Smoking/Non-Smoking].
- **Pets:** [No pets allowed / Pets allowed only with prior written consent and paid deposit].
- **Alterations:** No painting or structural changes are permitted without written approval.

## 5. Move-In Inspection

Please complete and return the Move-In Inspection Form by [Date] to document the current condition of the unit.

If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]