

Date: [Insert Date]

Property Address: [Insert Property Address]

Tenant Name(s): [Insert Tenant Names]

Subject: Lease Execution and Move-In Instructions

Dear [Tenant Name],

Congratulations on your new home! We are pleased to confirm that your lease agreement for the property located at [Property Address] has been fully executed. Please find the details regarding your upcoming move-in below.

1. Lease Execution

Enclosed/Attached is a copy of your fully signed Lease Agreement. Please keep this document for your records as it outlines your responsibilities and the terms of your tenancy.

2. Financial Requirements

Before keys can be released, the following remaining balances must be paid in full by [Date]:

- First Month's Rent: \$[Amount]
- Security Deposit: \$[Amount]
- Other Fees (Pet/Admin): \$[Amount]
- **Total Due: \$[Total Amount]**

3. Utility Transfers

It is your responsibility to transfer all utilities into your name effective as of your lease start date: [Move-In Date]. Please contact the following providers:

- Electricity: [Provider Name & Phone]
- Water/Sewer: [Provider Name & Phone]
- Gas: [Provider Name & Phone]

4. Renter's Insurance

Per your lease, you are required to provide proof of Renter's Insurance with a minimum liability coverage of \$[Amount]. Please email your policy declaration page to [Email Address] prior to move-in.

5. Key Pickup and Move-In Day

Keys will be available for pickup on [Move-In Date] at [Time].

- **Location:** [Address for Key Pickup]
- **Move-In Inspection:** A Move-In Inspection form is included in your move-in packet. Please complete this form, noting any existing damages, and return it to us within [Number] days of moving in.

If you have any questions before your move-in date, please contact [Contact Person] at [Phone Number] or [Email Address].

Welcome to your new home!

Sincerely,

[Your Name/Company Name]
[Title]
[Phone Number]