

[Date]

[Tenant Name]

[Unit Number/Address]

Welcome to Your New Home

Dear [Tenant Name],

Welcome to [Property Name]! We are pleased to have you as a resident and hope you enjoy your new home.

Below is some important information regarding your move-in:

- **Rent Payments:** Rent is due on the [Day] of each month. Payments can be made via [Payment Method].
- **Maintenance:** For repair requests, please contact [Maintenance Contact/Portal Link]. For after-hours emergencies, call [Emergency Number].
- **Utilities:** Please ensure all utilities are transferred to your name as of [Date].
- **Trash/Recycling:** Collection takes place on [Day of Week] at [Location].
- **Parking:** Your assigned parking space is [Space Number/Location].

If you have any questions or need assistance during your move, please reach out to the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Management Team]

[Property Name]