

Welcome to Your New Home!

Dear Resident(s),

Welcome to [Condominium Name]. We are thrilled to have you as part of our downtown community. Living in the heart of the city offers a unique and vibrant lifestyle, and we hope you enjoy everything our building and the surrounding neighborhood have to offer.

To help you settle in, please find some important information below:

- **Building Access:** Your key fobs provide access to the main entrance, elevators, and all common areas.
- **Amenities:** The fitness center, rooftop lounge, and business center are located on the [Floor Number] floor.
- **Move-In Procedures:** Please ensure all packing materials and boxes are broken down and placed in the designated recycling area located at [Location].
- **Parking:** Your assigned parking space is #[Space Number] located on level [Level].
- **Management Office:** Our team is available Monday through Friday, from [Hours]. You can reach us at [Phone Number] or [Email Address].

We encourage you to register for our Resident Portal at [Website URL] to receive building announcements, book amenities, and submit maintenance requests.

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

Sincerely,

[Your Name/Property Manager Name]
Building Management
[Condominium Name]