

[Date]

[Resident Name]

[Unit Number]

[Property Name]

Subject: Transitioning to Your New Zero-Maintenance Lifestyle

Dear [Resident Name],

We are pleased to formally welcome you to [Property Name]. Our goal is to provide you with a "Zero-Maintenance Living" experience, allowing you to enjoy your home without the stress of upkeep and repairs.

Effective [Start Date], our dedicated team will handle all aspects of property maintenance, including:

- **Exterior Upkeep:** Landscaping, lawn care, and snow removal.
- **Interior Systems:** Maintenance of HVAC, plumbing, and electrical systems.
- **Preventative Care:** Regular filter changes and safety inspections.
- **Appliance Repair:** Prompt servicing of all included appliances.

How to Request Service:

Should you require assistance, please submit a request via [Resident Portal Link] or contact our 24/7 maintenance line at [Phone Number].

We are committed to ensuring your comfort and convenience. If you have any questions regarding this transition, please reach out to the management office.

Sincerely,

[Your Name/Property Manager]

[Management Company Name]