Welcome to Your New Home

Date: [Date]

Tenant Name(s): [Tenant Names]

Property Address: [Property Address]

Dear [Tenant Name],

Welcome! We are pleased to have you as a tenant. We hope you will enjoy living in your new home. Please find below some important information regarding your move-in and a checklist to document the condition of the property.

- **Rent Due Date:** Rent is due on the [Day] of each month.
- **Payment Method:** [Insert Payment Instructions].
- **Utilities:** Please ensure all utilities are transferred to your name as of [Start Date].
- **Maintenance:** For repair requests, please contact [Contact Name] at [Phone/Email].

Sincerely,

[Landlord/Manager Name]
[Phone Number]
[Email Address]

Move-In Inspection Checklist

Instructions: Please inspect the premises and note the condition of each item. Use codes: S = Satisfactory, NA = Not Applicable, or write a brief description of any damage.

Area	Condition / Notes
Living Room: Floors, Walls, Windows, Outlets	
Kitchen: Stove, Fridge, Sink, Cabinets, Counters	
Bathroom: Toilet, Shower/Tub, Sink, Tiles	
Bedroom 1: Floors, Walls, Windows, Closet	
Bedroom 2: Floors, Walls, Windows, Closet	
General: Smoke Detectors, HVAC, Door Locks	

I/We, the tenants, have inspected the property and agree that the condition is as noted above.

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Landlord Signature: _____ Date: _____