Welcome to Your New Home!

Date: [Date]

Property Address: [Property Address]

Tenant Name(s): [Tenant Names]

Dear Residents,

Welcome! We are pleased that you have chosen to rent with [Property Management Company Name]. Our goal is to provide you with a high-quality living experience.

Important Information:

- **Rent Payments:** Rent is due on the [Date] of each month. Payments can be made via [Portal Link/Payment Method].
- **Maintenance Requests:** For non-emergency repairs, please submit a request through [Website/Email]. For emergencies, call [Phone Number].
- **Utilities:** Ensure all utilities (Electricity, Water, Gas) have been transferred to your name as of [Move-in Date].
- **Trash Collection:** Trash pickup occurs every [Day of Week].

Please review and complete the Move-In Inspection Checklist below within [Number] days of moving in to document the condition of the property.

Sincerely,
[Manager Name]
[Company Contact Info]

Move-In Inspection Checklist

Instructions: Please note the condition of each area. Use (S) for Satisfactory, or provide a brief description of any damage/defects.

Area	Condition (S / Comments)
Living Room: Floors, Walls, Windows	
Kitchen: Appliances, Sink, Cabinets	
Bedroom 1: Carpet, Closet, Lights	
Bedroom 2: Carpet, Closet, Lights	
Bathroom: Toilet, Shower, Vanity	

Area	Condition (S / Comments)
Exterior: Door Locks, Entryway, Yard	
Systems: AC/Heating, Smoke Alarms	

Tenant Signature: _____ Date: _____

Manager Signature: _____ Date: _____