Welcome to Your New Home!

Dear Tenant(s),

We are happy to welcome you to your new residence. We hope you will be very comfortable here. To ensure a smooth transition, please review the following information regarding your move-in process.

1. Move-In Inspection Checklist

Attached below is a Move-In Inspection Checklist. Please walk through the property and note the condition of each item listed. This document protects your security deposit by documenting any pre-existing damage.

Instructions: Please complete this form and return a signed copy to the landlord/property manager within [Number] days of move-in. Failure to return this form may result in the property being considered in perfect condition at the time of your move-in.

Residential Move-In Inspection Checklist

Property Address: _____

Date of Move-In: _____

Area	Condition (Good/Fair/Poor)	Comments/Existing Damage
Living Room (Walls, Floors, Windows)		
Kitchen (Cabinets, Counters, Sink)		
Stove/Oven (Burners, Interior)		
Refrigerator (Cleanliness, Shelves)		
Bathroom 1 (Toilet, Tub/Shower, Sink)		
Bedroom 1 (Closet, Carpet, Blinds)		
Bedroom 2 (Closet, Carpet, Blinds)		
Exterior/Entry (Door, Locks, Lights)		
Other (Smoke Detectors, HVAC)		

Tenant Signature: _____ Date: _____

Landlord Signature: _____ Date: _____

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2. General Information

- **Rent Payment:** Rent is due on the [Date] of every month via [Payment Method].
- **Maintenance Requests:** Please report all repair needs to [Phone Number/Email/Portal].
- **Utilities:** Ensure all utilities (Electricity, Water, Gas) have been transferred to your name as of your move-in date.
- **Trash Collection:** Trash pickup is scheduled for [Day of the week].

If you have any questions, please contact us at [Contact Information].

Sincerely,

[Landlord or Property Manager Name]
[Phone Number]
[Email Address]