Welcome to [Property Name/Business Park]

Date: [Date]

To: [Tenant Business Name]

Attn: [Tenant Contact Name]

Address: [Suite Number/Unit Address]

Dear [Tenant Name],

We are pleased to welcome you to [Property Name]. We are committed to providing a professional environment to help your business succeed. Below you will find essential information regarding your move-in.

Key Contact Information

- Property Manager: [Name] - [Phone] - [Email]
- Maintenance Requests: [Portal Link or Phone Number]
- Emergency After-Hours: [Phone Number]

Essential Reminders

- Ensure your Certificate of Insurance (COI) is submitted and up to date.
- Utility accounts (Electricity, Water, Internet) must be transferred to your name as of [Start Date].
- Trash and recycling pickup occurs on [Days of Week].
- Signage must be approved by management prior to installation.

Please complete and return the attached Move-In Inspection Checklist within [Number] days of taking possession of the keys.

Sincerely,

[Your Name/Management Company Name]

Commercial Move-In Inspection Checklist

Tenant: [Tenant Name]

Unit/Suite: [Number]

Inspection Date: [Date]

Area/Item	Condition (Good/Fair/Poor)	Tenant Comments/Notes
Entrance/Doors (Locks, Closers, Glass)		
Flooring/Carpeting (Stains, Damage)		
Walls/Paint (Scuffs, Holes)		
Ceiling/Tiles (Water Stains, Sagging)		
Windows/Blinds (Cracks, Functionality)		
Lighting/Electrical (Bulbs, Outlets, Switches)		
HVAC (Thermostat, Air Flow)		
Plumbing/Restrooms (Leaks, Toilets, Sinks)		
Kitchenette/Breakroom (Cabinets, Appliances)		
Life Safety (Exit Signs, Fire Extinguishers)		

Signatures:

Tenant Representative: _____ Date: _____

Property Manager: _____ Date: _____