# Welcome to Your New Home!

Date: [Date]

Dear [Tenant Name],

Welcome to [Apartment Complex/Property Name]. We are pleased to have you as a resident. Below you will find important information regarding your move-in process.

### Key Information:

- **Property Address:** [Address, Unit Number]
- **Property Manager:** [Name]
- **Contact Number:** [Phone Number]
- **Emergency Maintenance:** [Phone Number]
- **Wifi Network:** [Network Name] / **Password:** [Password]

Please complete the Move-In Inspection Checklist provided below and return it to the office within [Number] days of move-in. This ensures that you are not held responsible for any pre-existing damages when you eventually move out.

Sincerely,
[Your Name/Management]

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# Move-In Inspection Checklist

Tenant Name: [Name]

Unit Number: [Number]

Move-In Date: [Date]

| Area | Condition (Good/Damaged) | Comments/Details |
|---|---|---|
| Living Room Walls/Paint | | |
| Living Room Flooring/Carpet | | |
| Kitchen Appliances (Stove, Fridge) | | |
| Kitchen Sinks/Plumbing | | |
| Bedroom Windows/Screens | | |
| Bedroom Closets/Doors | | |
| Bathroom Toilet/Shower | | |

| Area | Condition (Good/Damaged) | Comments/Details |
|---|---|---|
| Bathroom Tiling/Mirror | | |
| Smoke Detectors/Alarms | | |
| Light Fixtures/Outlets | | |

**Tenant Signature: _____ Date: _____**

**Manager Signature: _____ Date: _____**