Welcome to Your New Home!

Date: [Date]

Property Address: [Property Address]

Dear [Tenant Name],

Welcome! We are pleased to have you as a resident. We hope you will enjoy living in your new home. Below you will find important information regarding your move-in and the required inspection checklist.

Contact Information:
Property Manager: [Name]
Phone: [Phone Number]
Email: [Email Address]

Emergency Procedures:
For fire, police, or medical emergencies, please call 911. For urgent maintenance issues (such as flooding), please contact us at [Emergency Contact Number].

Utilities:
Please ensure all utilities (Electric, Water, Gas, Trash) have been transferred to your name as of your lease start date.

Move-In Checklist:
Please complete the attached Move-In Inspection Checklist within [Number] days of moving in. This document protects your security deposit by documenting the condition of the home upon your arrival.

Sincerely,
[Management/Landlord Name]

Move-In Inspection Checklist

Please note the condition of each room. Use the following codes: **S** = Satisfactory, **NA** = Not Applicable, or provide a comment for any damage.

General Interior

Area	Condition (S/NA)	Comments/Damages
Floors/Carpets		

Walls/Ceilings		
Windows/Screens		
Light Fixtures/Switches		

Kitchen

Item	Condition	Comments
Stove/Oven		
Refrigerator		
Sink/Faucets/Disposal		
Countertops/Cabinets		

Bathrooms

Item	Condition	Comments
Toilet		
Shower/Tub		
Mirror/Vanity		

Exterior/Yard

Item	Condition	Comments
Garage/Driveway		
Front/Back Yard		

Tenant Signature: _____ Date: _____

Landlord Signature: _____ Date: _____