Welcome Home

Date: [Date]

Tenant Name(s): [Tenant Name]

Property Address: [Unit Address and Number]

Dear [Tenant Name],

Welcome to your new furnished home. We are pleased to have you as a resident. Below you will find important information regarding your move-in and the included inventory.

Keys: You have been provided with [Number] sets of keys.

Wi-Fi Information: Network Name: [Network Name] / Password: [Password]

Trash Collection: Pickup occurs on [Day of Week].

Please review the attached Furnished Unit Inspection Checklist. This document ensures that all furniture and appliances are present and in good condition. Please sign and return a copy to the landlord within [Number] days of move-in.

Sincerely,

[Landlord or Management Name]
[Phone Number]
[Email Address]

Furnished Unit Move-In Checklist

Room/Item	Condition at Move-In	Comments/Notes
LIVING ROOM		
Sofa / Couch	[ ] Good [ ] Damaged	
Coffee Table	[ ] Good [ ] Damaged	
TV & Remote	[ ] Good [ ] Damaged	
KITCHEN		
Dining Table & Chairs	[ ] Good [ ] Damaged	
Refrigerator	[ ] Good [ ] Damaged	
Microwave	[ ] Good [ ] Damaged	

Room/Item	Condition at Move-In	Comments/Notes
BEDROOM		
Bed Frame & Mattress	[ ] Good [ ] Damaged	
Dresser / Wardrobe	[ ] Good [ ] Damaged	
Nightstand & Lamp	[ ] Good [ ] Damaged	
GENERAL		
Walls & Paint	[ ] Good [ ] Damaged	
Flooring / Carpets	[ ] Good [ ] Damaged	
Curtains / Blinds	[ ] Good [ ] Damaged	

Signatures:

Tenant: _____ Date: _____

Landlord: _____ Date: _____