Welcome to Your New Home!

Dear Student,

Welcome to **[Property Name/Residence Hall]**. We are excited to have you join our community for the upcoming academic term. Our goal is to provide you with a safe, comfortable, and productive living environment.

Move-In Details:

- **Unit Number:** [Unit/Room Number]
- **Key/Fob Pickup:** [Location]
- **Wifi Network:** [Network Name]
- **Wifi Password:** [Password]

Please find the Move-In Inspection Checklist below. It is mandatory to complete and return this form to the housing office within **[Number]** hours of your arrival to ensure you are not held responsible for pre-existing damages.

If you have any immediate questions, please contact the Resident Manager at [Phone Number].

Best regards,
[Management Name/Housing Office]

Move-In Inspection Checklist

Student Name: _____
Date: _____

Area/Item	Condition (Good/Damaged)	Comments/Notes
Walls & Paint		
Flooring/Carpet		
Bed Frame/Mattress		
Desk & Chair		
Window/Blinds		
Appliances (Fridge/Microwave)		
Kitchen Cabinets		
Shower/Toilet		
Sinks/Plumbing		

Area/Item	Condition (Good/Damaged)	Comments/Notes
Smoke Detector/Alarms		

Student Signature: _____
Date: _____