# Welcome to Your New Home

Date: [Date]

Property Address: [Unit Number - Building Name]

Dear [Resident Name],

Congratulations on your new residence at [Building Name]. We are delighted to have you as a member of our community. Our goal is to provide you with an exceptional living experience defined by comfort, security, and world-class service.

**Building Access & Amenities:**
Your key fobs provide access to the fitness center, rooftop lounge, and concierge desk. Please visit the Front Desk to complete your biometric or smartphone entry registration.

**Concierge Services:**
Our 24/7 concierge is available to assist with dry cleaning, package deliveries, and guest registration. You may reach them directly at [Phone Number].

**Move-In Documentation:**
Attached is your Move-In Inspection Checklist. To ensure your security deposit is protected and that all features of your luxury suite meet our standards, please complete this form and return it to the Management Office within [Number] hours of your arrival.

Welcome home,

[Signature]
[Management Name]
[Contact Information]

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# Move-In Inspection Checklist

Resident Name: _____ Unit: _____ Date: _____

| Area | Condition (S/U) | Comments / Specific Details |
|---|---|---|
| **Entryway / Foyer** | | |
| Door Hardware & Smart Lock | | |
| **Kitchen** | | |

| Area | Condition (S/U) | Comments / Specific Details |
|---|---|---|
| High-End Appliances (Range, Fridge, Dishwasher) | | |
| Stone Countertops & Backsplash | | |
| Cabinetry & Soft-Close Hinges | | |
| **Living Area** | | |
| Flooring (Hardwood/Marble) | | |
| Walls, Paint & Trim | | |
| Floor-to-Ceiling Windows / Automated Blinds | | |
| **Bedrooms** | | |
| Closet Systems / Built-ins | | |
| Carpeting / Flooring | | |
| **Bathrooms** | | |
| Fixtures & Faucets | | |
| Tiling & Grout | | |
| **Mechanical / Utilities** | | |
| HVAC / Thermostat Operation | | |
| Lighting & Smart Home Integration | | |

**Resident Signature:** _____

**Management Signature:** _____