

Date: [Insert Date]

Subject: Pre-Arrival Utility Setup and Moving Checklist for [Insert Property Address]

Dear [Tenant Name],

We are looking forward to welcoming you to your new home. To ensure a smooth transition, please complete the following utility setups and review the moving checklist prior to your move-in date on [Insert Move-in Date].

1. Utility Connections

Please contact the following providers to transfer services into your name effective as of your lease start date:

- **Electricity:** [Provider Name] - [Phone Number/Website]
- **Water/Sewer:** [Provider Name] - [Phone Number/Website]
- **Gas:** [Provider Name] - [Phone Number/Website]
- **Trash/Recycling:** [Provider Name] - [Phone Number/Website]
- **Internet/Cable:** [Provider Name] - [Phone Number/Website]

2. Moving Checklist

- **Change of Address:** Update your address with the Post Office (USPS), your bank, and your insurance provider.
- **Renters Insurance:** Provide proof of coverage to the leasing office. Policy must include [Insert Minimum Requirement].
- **Key Pickup:** Schedule a time to collect your keys at [Insert Location] on [Insert Date].
- **Move-in Inspection:** A move-in inspection form will be provided. Please complete and return it within [Number] days of arrival.
- **Parking:** Ensure you have your parking permit or designated spot number: [Insert Spot Number].

3. Contact Information

If you have any questions regarding your move, please contact us at:

- Phone: [Insert Phone Number]
- Email: [Insert Email Address]

Welcome home!

Best regards,

[Your Name/Property Manager Name]
[Company Name]