

[Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

Dear [Tenant Name],

Welcome to your new home at [Property Name]! We are pleased to have you as a resident and hope you find your new space comfortable.

Please find enclosed a copy of the official Building Policies and the Personal Property Guidelines. We ask that you review these documents carefully as they outline important information regarding:

- Rent payment procedures and due dates.
- Maintenance request protocols.
- Quiet hours and community conduct.
- Parking and common area usage.
- Trash removal and recycling rules.

Personal Property and Insurance Notice:

Please be reminded that the property management/owner is not responsible for loss or damage to your personal belongings due to fire, theft, water damage, or other accidents. We strongly recommend that all residents maintain a valid Renter's Insurance policy to protect their personal property.

If you have any questions regarding these policies or if there is anything we can do to assist with your move-in, please contact the management office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Signature]

[Property Management Name]

[Contact Information]