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TENANT WELCOME LETTER

Date _____

Dear _____,

Thank you for deciding to rent with us! I am happy to take this opportunity to welcome you to our property. I aim to ensure your renting time with us is a positive and joyful experience. Below is some information to help you smoothly transition to our property.

Instructions

Picking Up Your Keys

Please contact me using the contact information at the end of this letter to arrange a time to pick up your keys. Plan to schedule a time on the day before your lease starts, between 9:00AM and 5:00PM, to pick up the keys from our office located at

_____.

Move-In Inspection

Prior to moving in, we will schedule a time to walk through your rental property together to document its condition. Attached is a Move-In Checklist so you know what we will be looking at. I will contact you to schedule a mutually agreed-upon time for the inspection.

Move-In Day

Your lease begins on _____. You can move in at any time after _____ on that day or any day after. If you are using a moving truck, there is parking available at

_____.

Setting Up and Using Utilities

You are responsible for setting up the following utilities:

_____. Below are the names and websites of the local utility companies so that you can set up your account ahead of time.

Electricity: _____

Gas: _____

Cable/Internet: _____

Reporting Maintenance Issues

For any maintenance or repair requests, please use the contact information below:

General Repairs or Maintenance requests: Contact _____ at _____.

Emergencies: Contact _____ at _____.

Laundry Facilities

There is a shared laundry facility at _____. Machines are operated by _____. You are required to provide your laundry products.

Important Reminders***Rent Payment***

Your monthly rent is due on the 1st of each month in the amount of \$ _____. Please review your lease agreement for applicable grace periods and late fees.

Utility Payment

You are responsible for paying the following utilities:

_____. Please visit the websites provided above for information on how to make your payments.

Trash and Recycling

Please place all garbage in sealed plastic bags and use the appropriate garbage and recycling bins. On collection days, garbage and recycling should be placed in the following location:

_____.

Recycling collection day(s): _____

Garbage collection day(s): _____

Parking and Towing Information

Tenant parking is available at _____. Tenant's guests should park in the following location: _____. Improperly parked cars are subject to towing at the vehicle owner's expense.

Renter's Insurance

As your lease agreement states, you must maintain renters' insurance throughout the lease. Renter's insurance will protect your personal property if there is a liability, theft, or damage. If you have not already done so, please contact a local insurance provider to ensure you have renters' insurance by the start date of your lease.

Resources

Local Businesses and Public Transportation

To help you during your time here, below is a list of some local businesses and the public transportation available in this area:

Grocery stores:

Restaurants:

Attractions:

Transit Provider:

Local Bus Stop:

Again, we are excited to have you as a tenant, and I thank you for choosing to rent with us. If you have any additional questions or concerns, you can reach me by phone at _____ or email at _____.

Sincerely,

Printed Name _____

Address _____

Phone No. _____

Email _____