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## **TENANT WELCOME LETTER**

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 9:00AN 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:
utility companies so that you can set up your account ahead of time.
Electricity:
Gas:
Cable/Internet:

<b>Reporting Maintenance Issues</b> For any maintenance or repair requests, ple	ease use the contact information below:
General Repairs or Maintenance requests:	Contact at
Emergencies: Contact	at
Laundry Facilities	
	. Machines are operated by provide your laundry products.
Important Reminders	
<b>Rent Payment</b> Your monthly rent is due on the 1 <sup>st</sup> of each your lease agreement for applicable grace page 1	month in the amount of \$ Please review periods and late fees.
<b>Utility Payment</b> You are responsible for paying the following	g utilities: Please visit the websites provided above for
information on how to make your payment	
	ngs and use the appropriate garbage and recycling ling should be placed in the following location:
Recycling collection day(s): Garbage collection day(s):	
Parking and Towing Information	
	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	
•	maintain renters' insurance throughout the lease.
	al property if there is a liability, theft, or damage. If
you have not already done so, please conta	act a local insurance provider to ensure you have

## **Resources**

renters' insurance by the start date of your lease.

## **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 you have any additional questions or concerns, you can reach me by phone at  email at	
Sincerely,	
Printed Name	
Address	
Phone No	
Email	