

Welcome to Your New Home!

Dear [Tenant's Name],

We are thrilled to welcome you to [Property Name] as our new tenant. This letter serves as your orientation guide to help you settle in smoothly.

Important Contacts

- Property Manager: [Manager's Name] - [Phone Number] / [Email]
- Maintenance Request: [Maintenance Email] / [Phone Number]
- Emergency Contact: [Emergency Number]

Move-In Checklist

- Verify all utilities are operational.
- Inspect the property for any damages and report them.
- Familiarize yourself with building amenities.

Community Guidelines

Please take a moment to review our community guidelines to ensure a pleasant living experience for all residents.

Orientation Schedule

Join us on [Date] at [Time] for a brief orientation session where you will meet the management team and other residents.

If you have any questions, do not hesitate to reach out. Welcome aboard!

Best regards,

[Your Name]
[Your Title]
[Property Name]