

Welcome to Your New Home!

Dear [Tenant's Name],

We are thrilled to welcome you to [Property Address]! We hope you find your new home comfortable and enjoyable.

Important Information

- **Contact Information:** For any maintenance requests, please contact [Property Manager's Name] at [Phone Number] or [Email Address].
- **Utilities:** Your utilities are set up with [Utility Provider]. Please ensure to transfer the account to your name.
- **Community Guidelines:** Please review the attached guidelines to ensure a harmonious living experience for everyone.

Move-In Checklist

1. Inspect all appliances for functionality.
2. Check your keys and security access.
3. Familiarize yourself with the building's amenities.

If you have any questions or need assistance, do not hesitate to reach out. We wish you a happy and pleasant stay!

Best regards,

[Your Name]

[Your Title]

[Company Name]