

Tenant Move-In Checklist

Dear [Tenant's Name],

Welcome to your new home! Please find below a checklist to help you ensure that everything is in order upon your move-in:

Before Move-In

- Confirm reservation details and check-in time.
- Ensure payment has been received.
- Review rental agreement and house rules.

On Move-In Day

- Inspect the property for any damages.
- Check that all appliances are functioning properly.
- Ensure all provided amenities are present (linens, kitchen supplies, etc.).
- Test the Wi-Fi and access any provided login information.

Important Contact Information

- Property Manager: [Manager's Name], [Phone Number], [Email Address]
- Emergency Contact: [Emergency Contact Name], [Phone Number]

If you encounter any issues during your stay, please do not hesitate to reach out. We hope you enjoy your time here!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]