

# Welcome to Your New Home!

Dear [Resident's Name],

Congratulations on your new residence! To ensure that you enjoy a comfortable living experience, we would like to provide some key maintenance reminders:

- **Regular HVAC Checks:** Schedule seasonal maintenance for heating and cooling systems.
- **Gutter Cleaning:** Clean gutters at least twice a year to prevent water damage.
- **Smoke Detector Checks:** Test smoke detectors monthly and replace batteries annually.
- **Plumbing Maintenance:** Check for leaks and ensure proper drainage regularly.
- **Yard Maintenance:** Mow the lawn and trim bushes to maintain curb appeal.

If you have any questions or need assistance, feel free to contact us!

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]