

Welcome to Your New Home!

Dear [Tenant's Name],

We are thrilled to welcome you to [Property Address]! Here are some important instructions and information to help you settle in smoothly:

Move-In Date:

Your official move-in date is [Date]. Please let us know your estimated arrival time so we can assist you accordingly.

Keys and Access:

You will receive your keys upon arrival. Please meet [Contact Person's Name] at [Location] to obtain them.

Utilities:

Ensure that you have set up utilities such as electricity, water, and internet prior to your move-in date. Here are the contact details:

- Electricity: [Utility Company Name, Phone Number]
- Water: [Utility Company Name, Phone Number]
- Internet: [Provider Name, Phone Number]

Parking Information:

If you have a vehicle, please refer to the attached parking policy for your designated parking spots.

Maintenance:

Please familiarize yourself with the procedure for requesting maintenance. You can reach us at [Maintenance Phone Number] or via email at [Maintenance Email].

Community Guidelines:

We ask that you review our community guidelines attached to this letter to ensure a pleasant living experience for everyone.

We are excited to have you as part of our community! Should you have any questions, please do not hesitate to contact us.

Welcome home!

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]