

Tenant Welcome Letter

Date

Tenant's Name: _____

Address: _____

City, State: _____

Hi _____,

Thank you for making the decision to rent with us! I am happy to take this opportunity to welcome you to our property. My goal is to make sure your time renting with us is a positive and joyful experience. Below is some information to help you make a smooth transition to our property.

Instructions

Picking Up Your Keys

Please contact me using the contact information at the end of this letter to arrange a time to pick up your keys. Plan to schedule a time on the day before your lease starts between 9:00AM – 5:00PM to pick up the keys from our office at _____.

Move In Inspection

Prior to moving in, we will schedule a time for us to walk through your rental property together to document the condition of the property. Attached is a Move In Checklist so you know what we will be looking at. I will contact you to schedule a mutually agreed upon time for the inspection.

Move In Day

Your lease begins on _____. You can move in at any time after _____ on that day or any day after. If you are using a moving truck, there is parking available for them at _____.

Setting Up and Using Utilities

You are responsible for setting up the following utilities: _____. Below are the names and websites to the local utility companies so that you can set up your account ahead of time.

Electricity: _____

Gas: _____

Cable/Internet: _____

Reporting Maintenance Issues

For any maintenance or repair requests please use the below contact information:

General Repairs or Maintenance requests: Contact _____ at _____.

Emergencies: Contact _____ at _____.

Laundry Facilities

There is a shared laundry facility for your use at _____. Machines are operated by _____. You are required to provide your own laundry products.

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Important Reminders

Rent Payment

Your monthly rent is due on the 1st of each month in the amount of \$_____. Please review your lease agreement for applicable grace periods and late fees.

Utility Payment

You are responsible for paying the following utilities: _____.
Please visit the websites provided above for information on how to make your payments.

Trash and Recycling

Please place all garbage in sealed plastic bags. In addition, please use the appropriate garbage and recycling bins. Garbage and recycling should be placed in the following location on collection days:
_____.

Recycling collection day(s): _____

Garbage collection day(s): _____

Parking and Towing Information

Tenant parking is available at _____. Tenant's guests should park in the following location: _____. Improperly parked cars are subject to towing at the vehicle owner's expense.

Renter's Insurance

As stated in your lease agreement, you are required to maintain renter's insurance throughout the duration of the lease. Renter's insurance will protect your personal property in the event there is a liability, theft, or damage. If you have not already done so, please contact a local insurance provider to ensure you have renter's insurance by the start date of your lease.

Resources

Local Businesses and Public Transportation

To help you during your time here, below is a list of some local businesses and the public transportation available in this area:

Grocery stores: _____

Restaurants: _____

Attractions: _____

Transit Provider: _____

Local Bus Stop: _____

Floor Plan

Here is your rental unit's floor plan: _____

Use this information to make sure that any furniture or other items you are moving in will fit properly in each of the rooms.

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Again, we are excited to have you as a tenant and I thank you for choosing to rent with us. If you have any additional questions or concerns, you can reach me by phone at _____ or email at _____.

Sincerely,

Signature

Printed Name

Address: _____

Phone No.: _____

Email: _____