

# 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 1<sup>st</sup> 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.

# Tenant Welcome Letter

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: \_\_\_\_\_