

Date \_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for deciding to rent with us! I am happy to take this opportunity to welcome you to our property. I aim to ensure your renting time with us is a positive and joyful experience. Below is some information to help you smoothly 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 and 5:00PM, to pick up the keys from our office located at

\_\_\_\_\_.

#### ***Move-In Inspection***

Prior to moving in, we will schedule a time to walk through your rental property together to document its condition. 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 at

\_\_\_\_\_.

#### ***Setting Up and Using Utilities***

You are responsible for setting up the following utilities:

\_\_\_\_\_. Below are the names and websites of 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 contact information below:

General Repairs or Maintenance requests: Contact \_\_\_\_\_ at

\_\_\_\_\_.

Emergencies: Contact \_\_\_\_\_ at \_\_\_\_\_.

***Laundry Facilities***

There is a shared laundry facility at \_\_\_\_\_. Machines are operated by \_\_\_\_\_. You are required to provide your laundry products.

**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 and use the appropriate garbage and recycling bins. On collection days, garbage and recycling should be placed in the following location:

\_\_\_\_\_.

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 your lease agreement states, you must maintain renters' insurance throughout the lease. Renter's insurance will protect your personal property if there is a liability, theft, or damage. If you have not already done so, please contact a local insurance provider to ensure you have renters' 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:

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Attractions:

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Transit Provider:

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Local Bus Stop:

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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,

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Email \_\_\_\_\_