

Tenant welcome letter

Hi _____,

Welcome! I'm thrilled you've selected _____
as your new home. I've included some useful information to help get you ready for your move on
_____. Should you have any questions, please feel free to contact me
at _____ or _____.

1. Property walkthrough

Before you move in, we'll walk through the rental together to document the condition of the home. I've attached a move-in checklist so you'll know what to expect. We will meet at the property on _____ at _____. If you need to reschedule, please call or email in advance.

2. Key collection

You can pick up the keys to your new place between the hours of [e.g., 9-5] on _____ . If you need to arrange a different time, please email or call before that date.

3. Moving in

Your lease start date is [date], and you can move in anytime on or after that day. If you are using a moving truck or moving company, truck parking is available at _____.

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4. Setting up utilities

As specified in the lease, you are responsible for _____. If you haven't already set up your accounts, here is the provider information:

- Electricity: _____
- Gas: _____
- Cable/Internet: _____

5. Renters insurance

I _____ renters insurance to protect you and your personal belongings in the event of liability, theft or damage. _____ As specified in the lease, the required coverage amount for _____ is a minimum of _____.

You should speak with your local insurance provider to get a quote on how much coverage is right for you. Renters insurance typically costs between \$15 and \$30 per month.

6. Paying rent

Per the lease agreement, your first month's rent of _____ is due on _____ . _____ You'll be receiving a separate email invitation to set up convenient online rent payments.

Please review your lease for specific terms regarding rent due dates, grace periods and late payments.

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7. Maintenance requests

Please let me know if anything needs maintenance attention so I can make the necessary arrangements.

- For emergencies: Please contact _____ immediately at _____.
- For all other maintenance requests: Please _____.

8. Trash and recycling

Garbage and recycling should be placed _____.

Please make sure to place items in the appropriate bins.

- Recycling is collected on _____.
- Garbage is collected on _____.

9. Parking

_____ is available for _____ at _____.

All guests should park at _____.

10. Property rules and regulations

A full list of property rules and regulations can be found in the lease agreement. Please read through it and feel free to reach out to me if you have any questions.

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11. Laundry facility

A shared laundry facility is available at _____ . Machines are _____ . Please supply your own detergents and other laundry products.

12. Neighborhood tips

To help you get to know the area, here are a few neighborhood highlights:

- Closest grocery stores: _____ .
- Local transit provider: _____ .
- Nearest bus stop: _____ .
- Local restaurants and eateries: _____ .
- Local attractions: _____ .

I hope this information helps you settle in and feel right at home!

Sincerely,

Landlord signature