

Tenant Welcome Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[New Tenant's Name]

[New Tenant's Address]

[City, State, Zip Code]

Dear [New Tenant's Name],

Welcome to your new home at [Property Address]!

We are delighted to have you as our newest tenant, and we hope that you will find comfort and happiness in your new residence. We understand that moving can be both exciting and challenging, but we are here to support you throughout the process and make your transition as smooth as possible.

As a tenant at [Property Name], you can expect exceptional service and prompt assistance from our dedicated team. We take great pride in maintaining our properties and ensuring that they remain safe, clean, and well-maintained. Should you ever encounter any issues or have questions, please do not hesitate to reach out to our office during business hours at [Office Phone Number]. For any after-hours emergencies, we have a dedicated emergency contact number that you can use.

Below are some essential details to help you get settled:

Lease Agreement: Your lease agreement begins on [Start Date] and ends on [End Date]. Please review the lease thoroughly to familiarize yourself with the terms and conditions of your tenancy.

Rent Payment: Your monthly rent of [Rent Amount] is due on the [Due Date] of each month. We offer convenient online payment options through our tenant portal or by [Accepted Payment

Methods].

Security Deposit: Your security deposit of [Security Deposit Amount] has been received and will be held in accordance with local regulations. It will be refunded to you, minus any legitimate deductions, upon the termination of your lease.

Utilities: [Specify if utilities are included in rent or if the tenant is responsible for specific utilities.]

Move-in Inspection: We have conducted a move-in inspection to document the condition of the property before your arrival. Please review the attached inspection report, and if you notice any discrepancies, notify us within [Number of Days] days.

Parking: You have been assigned parking space [Parking Space Number], located [Specify Location]. Please make sure to park only in your designated spot to avoid any inconvenience to your neighbors.

Maintenance Requests: If you experience any maintenance issues during your tenancy, you can submit a maintenance request through the tenant portal, email, or by contacting our office directly. We will respond promptly to address your concerns.

Community Guidelines: As part of our commitment to maintaining a harmonious living environment, we have established community guidelines. Please take a moment to review these guidelines to ensure a pleasant living experience for everyone.

We are thrilled to have you as part of our community and look forward to getting to know you better. If you have any questions or need further assistance, feel free to get in touch with us anytime.

Once again, welcome to [Property Name]. May your stay here be filled with joy, warmth, and many happy memories.

Sincerely,

[Your Name]

[Your Title or Property Management Company Name]

[Phone Number]

[Email Address]