

WELCOME LETTER

Dear Tenant,

Welcome!

We hope the move-in process is going smoothly and that you are settling into your new residence quite nicely. As discussed, the rent is \$_____ and is due on the _____ of the month. Payments should be sent to _____.

If there is a maintenance issue with the property, or if a repair is needed, please notify me in writing as soon as possible, and we will schedule a repair time that works with each other's schedules.

This is optional, but we recommend obtaining renters insurance to cover any damage or loss of personal property caused by fire, water damage, or theft to the property.

We have attached an inspection checklist for you to complete. Please fill out the inspection checklist and return the form to us as soon as possible. A copy of the inspection checklist should be kept for your records. If and when you decide to move, we will check the condition of each item against what was described on the checklist at the time of move-in.

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