

Move-In Letter

Date: _____
Tenant(s): _____
Address: _____
City/State: _____

Dear _____, welcome to _____. We
[Tenant's full name] *[Address of rental unit]*

hope you will enjoy living here. This letter is to give you an overview of what is expected from you and from the management in writing. Please verify that the following applicable documents are in your lease packet.

1. Signed Lease
 2. Landlord-Tenant Checklist
 3. Maintenance/Repair Request Forms
 4. Bi-Annual Safety & Condition Inspection
 5. Deposits Receipt/Information
 6. Manager Contact Info
 7. Notice to End Tenancy
 8. Tenant's Notice of Intent to Move Out form
 9. Moving Out Checklist
 10. Release of Rights to Possession form
-  **Rent Rewards Program Packet (Where applicable)**

Please let us know if you have any questions.

Sincerely,

Management/Owner

Date

I have read and received a copy of this statement.

Tenant

Date

