

Welcome Letter – Template

Welcome, [Name of Resident]! We are thrilled to have you at [Property Name/Address].

Your move-in is on [Date] at [Time]. Parking can be found at [Designated Parking Area].

Utilities & Rent

Power is provided by [Provider & Provider Contact Info].

Gas is provided by [Provider & Provided Contact Info].

Water is usage based and will be billed alongside rent at the beginning of each month.

Rent is due on the 1st via [Payment Service]. Avoid late fees by paying no later than the 3rd of each month.

Maintenance Requests

For maintenance requests, please use [Maintenance Portal Link] or call us directly at [Maintenance Team Phone Number] during regular business hours.

Should you have any further questions regarding our community or the contents of this letter, please do not hesitate to reach out at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Full Name]



Different states and municipalities may have different policies regarding apartment and renter communications. Be sure to research and amend any necessary clauses to provided templates in accordance with local laws.

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