# Tenant Welcome Letter

**Welcome Letter for New Tenants**

This document provides new tenants with essential information about their new home, including property details, community rules, and contact information for property management. Please read it carefully and keep it for future reference.

## Welcome

Dear **{tenantName}**,

We are excited to welcome you to your new home at **{propertyAddress}**. We're committed to providing you with a comfortable and enjoyable living experience.

## Property Details

* **Move-in Date:** {moveInDate}
* **Unit Number:** {unitNumber}
* **Lease Term:** {leaseTerm}
* **Monthly Rent:** ${monthlyRent}
* **Security Deposit:** ${securityDeposit}

## Community Rules & Guidelines

Please familiarize yourself with the following community rules to ensure a respectful and safe environment for everyone:

{#rules}

* {rule}

{/rules}

## Utilities & Services

* **Water Service:** {waterProvider}
* **Electricity Provider:** {electricityProvider}
* **Trash Collection Days:** {trashDays}
* **Internet Provider:** {internetProvider}

## Emergency Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Name** | **Role** | **Phone** | **Email** |
| {#contacts}{contactName} | {role} | {phone} | {email}{/contacts} |

## Maintenance Requests

If you require maintenance, please contact our maintenance team via the following methods:

* **Phone:** {maintenancePhone}
* **Email:** {maintenanceEmail}
* **Online Portal:** {&maintenancePortal}

## Parking Information

{#hasParking}**Assigned Parking Space:** {parkingSpaceNumber}  
**Parking Rules:** {parkingRules}{/hasParking}

{^hasParking}Please note that this unit does **not** include assigned parking. Alternative street parking options are available.{/hasParking}

## Important Notes

*Please be sure to submit any outstanding documents or forms by {documentDeadline}. Failure to do so may delay your occupancy or result in fines.*

## Contact Information

* **Property Manager:** {managerName}
* **Phone:** {managerPhone}
* **Email:** {managerEmail}
* **Office Hours:** {officeHours}

## Final Words

We are thrilled to have you with us and hope you enjoy your time at **{propertyName}**. Please don't hesitate to reach out if you have any questions.

Sincerely,  
{companyName}  
{companyPhone} | {companyEmail}