

Move-In Letter

Date: _____

Tenant Names _____

Address _____

Dear Tenant:

Welcome to your new home at _____. We hope you will enjoy living here. This letter is to explain what you can expect from the management and what we'll be looking for from you.

1. Rental Agreement: Your signed copy is attached. There are a few things we'd like to highlight here:

- There is no grace period for the payment of rent. (Look to your lease for details, including late charges). We do not accept post-dated checks. If you encounter an emergency that prevents paying your rent on or before the due date you must contact us and arrange suitable payment arrangements in writing. Failure to do so will result in a Notice to Quit for non payment; the first step in an eviction, and a late payment report sent to credit reporting agencies.
- If you want someone to move in as a roommate you must contact us first. If your rental unit is large enough to accommodate another person, we will arrange for the new person to fill out a rental application. If it's approved, all of you will need to sign a new rental agreement.
- Pets are permitted only with a written pet agreement. House sitting a pet, even temporarily, is prohibited without express written permission. Any violation of the pet rules is a violation of your signed agreement and your tenancy will be terminated.
- To terminate your month-to-month tenancy, you must give at least 30 days' written notice coinciding with the beginning of a rental period. We have a written form available for this purpose. If you give less than 30 days' notice, you will still be financially responsible for rent for the balance of the 30-day period. We may also terminate a month-to-month tenancy, or change its terms, on 30 days' written notice.
- Your security deposit will be applied to costs of cleaning, damages or unpaid rent after you move out. You may not apply any part of the deposit toward any part of your rent in the last month of your tenancy.

2. Manager: _____ Phone: _____ is your rental property manager. You should pay your rent promptly to the manager, or at the address listed in your rental agreement. There may be a ____ % discount of your rent if you arrange for automatic withdrawal from your checking account or a recurring charge to your credit card.

3. Landlord/Tenant Checklist: By now you should have taken your inspection walkthrough to check the condition of all walls, drapes, carpets and appliances and to test the smoke alarms, etc. These are all listed on the Landlord/Tenant Checklist, which you should have reviewed carefully, signed and returned to us. When you move out, we will ask you to check each item against its original condition as described on the Checklist.

4. Maintenance/Repair Problems: We are determined to maintain a clean and safe property in which all systems are in good repair. To help us make repairs promptly, we will give you Maintenance Request forms to report to the manager any problems in your rental home; such as a broken garbage disposal, heating or hot water systems. (Extra copies are available from the manager.) In an emergency, please call the manager at _____.

5. Semi-Annual Safety and Maintenance Update. To help us keep your unit and the common areas in excellent condition, we'll ask you to fill out a form every six months updating any problems on the premises or in your rental unit. This will allow you to report any potential safety hazards or other problems that otherwise might be overlooked.

6. Annual Safety Inspection: Once a year, we will ask to inspect the condition and furnishings of your rental unit and update the Landlord/Tenant Checklist. In keeping with state law, we will give you reasonable notice before the inspection, and you are encouraged to be present for it.

7. Insurance: We highly recommend that you purchase renter's insurance. The building property insurance policy will not cover the replacement of your personal belongings if they are lost due to fire, theft or accident. In addition, you could be found liable if someone is injured on the premises you rent as a result of your negligence. If you damage the building, for example, if you start a fire in the kitchen and it spreads—you could be responsible for large repair bills.

8. Moving Out: It's a little early to bring up moving out, but please be aware that we have a list of items that should be cleaned before we conduct a move-out inspection. If you decide to move, please ask the manager for a copy of our Move-Out Letter, explaining our procedures for inspection and returning your deposit.

9. Telephone Number, Email Changes: Please notify us if your home, work phone number or e-mail address changes, so we can reach you promptly in an emergency.

10. Keys and Locks: If, for any reason, you find it necessary to have any door locks replaced or re-keyed, you must notify us in writing and provide a key for emergency access.

Please let us know if you have any questions.

Sincerely,

I have read and received a copy of this statement.

Date

Tenant

E-mail address