

Move-In Letter

Date: _____

Tenant: _____

Street address: _____

Dear _____, (Tenant)

Welcome to _____ (address of rental unit). 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. Rent:

2. New roommates:

3. Notice to end tenancy:

4. Deposits:

5. Manager:

6. Landlord-Tenant Checklist:

7. Maintenance/Repair Problems:

8. Semi-Annual Safety and Maintenance Update:

9. Annual Safety Inspection:

10. Insurance:

11. Moving Out:

12. Telephone Number Changes:

Please let us know if you have any questions.

Sincerely,

Date _____

Owner _____

I have read and received a copy of this statement.

Date _____

Tenant _____