

## WELCOME LETTER

Name  
Address 1  
Address 2  
City, State Zip

I want to welcome you to address/name of complex. It is our hope you enjoy living in our (house/apartment/unit/building/community – pick the best match). If you should need any assistance with any matter, please contact me/us at address/tel #.

You are now a part of a larger community. For every one's well being, we encourage you to consider and follow some simple guidelines:

Be respectful of your neighbors;

No fighting or yelling;

Add your own additional here including: handling of waste; parking and handling of cars; snow removal; pets; children; overnight guests; on-site facilities such as laundries.

We live by the Golden Rule, and know if you do the same, your tenancy shall be a success. Also, I must notify you that we do report on our tenants through Tenant-Net, Inc., a Maine Credit Reporting Agency. Tenant –Net records this information, and shares it with other property owners and managers throughout Maine. They track all aspects of your tenancy including:

Compliance with our lease;

Payment history; and

How well you kept and maintained the unit.

This can be extremely helpful to you as, like good credit, a good record as a tenant can help you secure any future apartment more easily, and at a better rate. And like poor credit reports, if you have a poor tenancy record, that record can making finding future apartments more difficult, and more costly. We trust and expect that when and if you opt to leave my/our property I will have only positive things to report to Tenant-Net.