

## TENANT WELCOME LETTER V1

Dear "Tenants Name",

We at would like to welcome you to your new home. We hope that you win be very happy here and will try our best to make sure you're satisfied.

We wanted to let you know a couple of things about your new home:

If you need a repair please call our office at \_\_\_\_\_. If we are not in the office, please leave a detailed message on our service, including your name, phone number, address and the problem you are having. Our office will get back in touch with you as soon as possible and our serviceman will be out to fix the problem. When the repair has been made, please call our office and let us know.

We guarantee all repairs to be completed within three days of the time you call. Most repairs will be completed within 24 hours.

If you want to plant trees or bushes outside the house, we will reimburse you for half the cost, up to \$\_\_\_\_\_, if you plant them and promise to take care of them. Remember that the trees and bushes stay with the property should you move.

In order to make sure your rent is never late, your rental payment of \$ \_\_\_\_\_ must be mailed no later than the \_\_\_\_\_ day of the month and should be sent to: \_\_\_\_\_.

We want your stay with us to be a happy one and will work with you to make sure you are always satisfied. All we ask of you is to pay your rent on time and keep your home nice and neat. We have a strict policy of collecting late fees and evicting if your rent is not paid on time. Late fees accrue if your rent payment is not received by the \_\_\_\_\_ day of the month. In addition, if your rent payments are not received by the \_\_\_\_\_ day of the month, our attorneys will seek collection and eviction and will report the unpaid rent to both credit reporting agencies and the IRS. We hope this never happens, so please pay your rent on time.

If you would like to renew your lease with us, as a gift to you, we will install a \_\_\_\_\_ and/or \_\_\_\_\_ (a value of over \$40.00). Remember that these gifts are for your enjoyment while you stay with us. But if you leave, these gifts stay with the property.

Again, we hope you are happy with your new home and if there is anything that we can do for you, don't hesitate to give us a call Thank you!

Sincerely,  
Your Name

**TENANT WELCOME LETTER V2**

Dear \_\_\_\_\_

We are glad you chose an apartment in our building to call your new home.

Enclosed are the following:

[ ] Some addressed envelopes for you to use when mailing your monthly rent. Please be sure to put a stamp and your return address on the envelope.

**REMEMBER:** Rent must be paid on time between the first and fourth of each month as we have mortgages, water, tax and insurance bills due on the first. We know you understand our position and will be responsible and cooperate and pay your rent on time (see Rental Agreement regarding payment of rent and late fees).

[ ] Copy of Apartment Rules & Regulations for you to review. These rules are made for the safety, care and convenience of all residents and neighbors. When everyone abides by these rules, everyone benefits.

[ ] Copy of Rental Agreement.

[ ] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTIFY US OF YOUR PHONE NUMBER AS SOON AS POSSIBLE SO WE MAY CONTACT YOU IF NEEDED.

Our phone number is \_\_\_\_\_. Please call only between the hours of \_\_\_\_\_ AM and \_\_\_\_\_ PM except for emergencies.

Very Truly Yours,

\_\_\_\_\_

**TENANT WELCOME LETTER V3**

Your Company Name  
Company Address

Date:

Tenant Name  
Tenant Address  
RE: Welcome

Dear Mr. & Mrs. \_\_\_\_\_:

I hope you are getting all moved in and getting everything unpacked and arranged.

Should you find anything that requires maintenance please let us know as soon as possible so we can take immediate corrective action.

In order to receive your rent discount, rents must be mailed on or before the first of each month. When you are paying by check make the check payable to:

\_\_\_\_\_

and mail the check to:

\_\_\_\_\_

(Pre-addressed and stamped envelopes are provided for your convenience.)

I've enclosed a magnetic business card to post on your refrigerator so our telephone number is always available. I've also enclosed another copy of the Information Sheet we discussed at move-in.

We hope you will be happy in your new home. Should you have any questions or need any repairs please call.

Congratulations, and thank you for trusting us to provide you with a home.

Sincerely,

