

Hello [tenants’ names],

We look forward to welcoming you home. Here is your new address:

[property address - street]

 [property address - unit #]

 [property address - city, state, zip]

Here is an overview from the agreement. This information is also listed on [Hemlane](http://www.hemlane.com). Please make sure that you register on their secure website for rent collection and maintenance. If you have not received an invite, then please reach out to me directly.

|  |  |  |
| --- | --- | --- |
| Primary Contact | Phone # | Email |
| [Full Name] | [xxx] xxx-xxxx | xxxx@xxxx.com |
| Move-in Date | Duration | Security Deposit |
| MM/DD/YYYY | [x months] | $x |
| Rent Amt | Due on | Paid through |
| $x | [1st of month] | [Hemlane] |
| Late Fee | Added on the |  |
| [$x or % of rent] | [5th of the month] |  |

The first steps will be to review the documents on [Hemlane](http://www.hemlane.com) and get ready for move-in. Here are some helpful items for the move process:

* **Mail**: notify the US Postal Service of your address change
* **Internet & TV Service Providers**: [Company], [[xxx] xxx-xxxx], [www.xxxx.com]
* **Water & Garbage**: [Company], [[xxx] xxx-xxxx], [www.xxxx.com]
* **Gas & Electricity**: [Company], [[xxx] xxx-xxxx], [www.xxxx.com]
* **Department of Motor Vehicles**: [Company], [[xxx] xxx-xxxx], [www.xxxx.com]
* **Trash Collection**: Collection is on [Day of Week] at [Estimated time] - [[xxx] xxx-xxxx]

Welcome home,

[Owner’s / Manager’s name]