

WELCOME LETTER TO YOUR APARTMENT

Address of Apartment Complex: _____

Resident Information:

Full Name: _____

Apartment Number: _____

Phone / Email: _____

Welcome Message:

Dear Resident, Welcome to your new home at our apartment community. We are pleased to have you as part of our community and hope you find your new apartment comfortable and enjoyable. This letter outlines important information regarding your residency, community rules, and essential contacts. Please read it carefully and retain it for your records.

Important Contacts:

Management Office Phone: _____

Emergency Maintenance Phone (24/7): _____

Email for Inquiries: _____

Community Rules Summary:

1. No pets are allowed without prior written approval from management. 2. Quiet hours are from 10 PM to 7 AM daily. Please respect your neighbors. 3. Parking is permitted only in designated areas. Unauthorized vehicles may be towed at owner's expense. 4. Trash should be disposed of in the designated bins and recycling areas. 5. Alterations to the apartment or common areas without permission are prohibited. 6. Subleasing is only allowed with written consent from property management. 7. Smoking is prohibited inside all buildings and common areas. 8. Please report any maintenance issues promptly to ensure timely resolution.

Lease Agreement Highlights:

The lease agreement you signed is a legally binding contract between you and the property owner. Please ensure you understand all terms, including rent payment obligations, security deposit terms, renewal procedures, and termination conditions. Failure to comply with lease terms may result in penalties or eviction according to applicable United States law.

Safety and Emergency Procedures:

In case of fire or other emergency, please use the nearest exit and follow posted evacuation routes. Do not use elevators during emergencies. Emergency assembly points are located at designated outdoor areas marked clearly on the property. For emergencies requiring immediate assistance, call 911.

Utilities and Services:

You are responsible for timely payment of utilities unless otherwise specified in your lease. Included services, if any, will be detailed in your lease agreement or addenda. For service issues, please contact the respective utility providers directly or notify management.

Parking and Vehicle Policies:

Parking spaces are allocated according to your lease agreement. Unauthorized parking may result in fines or towing. Please display your parking permit if provided. Report any unauthorized or suspicious vehicles to management immediately.

Garbage and Recycling:

Trash must be disposed of in dumpsters or bins located throughout the property. Recycling protocols must be followed accordingly. Do not leave trash in hallways, stairwells, or common areas. Violations may result in penalties.

Noise and Conduct:

Residents and their guests are expected to conduct themselves in a manner that does not disturb others. Excessive noise, disruptive behavior, or illegal activities are strictly prohibited and may lead to lease termination.

Pet Policy:

Pets are only allowed with prior written approval, and must comply with size, breed, and vaccination requirements. Residents are responsible for any damage or disturbances caused by pets.

Maintenance Requests:

Submit maintenance requests promptly through the designated channels. Emergency repairs will be prioritized. Access to your apartment for repairs will be provided with reasonable notice as specified in your lease.

Security and Access:

For your safety, do not provide entry codes or keys to unauthorized persons. Report lost keys or suspicious activity immediately. Management may perform inspections or show the unit with proper notice as required by law.

Legal Compliance:

This letter is intended to supplement your lease agreement and does not supersede any terms therein. All residency is governed by applicable United States federal, state, and local laws, including fair housing regulations.

PROPERTY MANAGER'S SIGNATURE

RESIDENT'S SIGNATURE

Signature: _____

Signature: _____

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