**New Tenant Acceptance Letter**

Dear\_\_\_\_\_\_\_\_\_\_\_: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Congratulations on your approval for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We are looking forward to working with you and hope you will enjoy your new home.

We would like to make this as smooth a transition as possible for you. Below are instructions for the next steps you will need to take before moving into your new home. **We cannot give you the keys to your new home until all the steps have been completed.**

**Step 1 - Deposit to Hold:** The Deposit to Hold must be paid within 24 hours of approval and a Deposit to Hold Agreement completed. The Deposit to Hold will remove the property from public offering to be held until a mutually determined move-in date. Note: We can only hold units for a maximum of two weeks. Your Deposit to Hold becomes your Security Deposit after you begin your tenancy. Your Deposit to Hold is $\_\_\_\_\_\_\_\_.

**Step 2 - Utilities Turned On:** All tenant paid utilities must be transferred into your name by moving day. For your convenience, we have included a list of local utility providers below, along with their contact information. The utilities you are responsible for have been highlighted.

Electricity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Garbage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Water/Sewer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 3 - All Move-in Funds Paid:** Your first month of rent is $\_\_\_\_\_\_\_\_\_\_\_.

 Additional Deposits $\_\_\_\_\_\_\_\_\_\_\_.

 Additional Fees $\_\_\_\_\_\_\_\_\_\_\_.

 Total Amount Needed: $\_\_\_\_\_\_\_\_\_\_\_.

**Please bring these funds to your New Tenant Orientation**. **All move-in funds must be paid by cashiers check or money order. We cannot accept cash or personal checks.**

**Step 4 - New Tenant Orientation/Lease Signing:** Steps 1 - 3 must be completed by your New Tenant Orientation where we will go through and sign your new Lease or Rental Agreement. After this appointment you will receive keys to your new home. Please plan on this appointment taking approximately one hour. Your New Tenant Orientation is scheduled for \_\_\_/\_\_\_/\_\_\_ at \_\_\_\_\_\_\_am/pm. **All occupants over the age of 18 must be present at this appointment.**

We hope this itinerary answers any questions you may have about the move-in process. If you have any additional questions or concerns, please do not hesitate to let us know. Once again, congratulations on your new home!

Sincerely,

Management