

TENANT WELCOME LETTER

Dear Tenant,

As your new landlord, I am hopeful that your living experience here has been (and will continue to be) pleasant and comfortable. My goal is to provide you with a nice home at an affordable price. If at any time you feel that this goal is not being met, please feel free to call and let me know.

Below is an information sheet. Please keep this in a safe place for reference.

Thanks again for your ongoing support. I look forward to continuing to meet your housing needs.

Landlord

Landlord Info

- Name: _____
- Address: _____
- Phone: _____

Rent

- Rents are due on the 1st of each month.
- After the 5th of each month, failure to pay rent (or contact me) will result in a \$25 late fee.
- NJ State law allows landlords to evict non-paying tenants without notice.

Maintenance Requests

- Please promptly notify me of any items in need of repair – I will do my best to remedy the situation as soon as possible thereafter.
- Except for emergency situations, please try and notify me during normal business hours (M-F, 9-5).
- Emergencies involving any immediate health and safety matter should be handled by the appropriate governmental agency (police, fire, and paramedic). Then contact me as soon as possible thereafter.

Security Deposit

- I will give you back 100% of your security deposit, within 30-days of your move-out date, unless:
 - You fail to pay the rent or violate any other lease terms.
 - The apartment is damaged beyond “normal wear and tear.”
 - The apartment is unreasonably dirty upon move-out, or is left filled with trash.
- Security deposit deductions, if any, will be itemized and provided to you for your records.
- Your security deposit is being held in an interest-bearing savings account at _____.

Lease renewal

- You will be issued a new lease upon expiration of your current one even if the terms remain the same. This will be provided to you in writing 30-60 days prior to the expiration of your existing lease.
- Please give at least 30 days notice prior to the expiration of your existing lease if you do not intend to renew.

By signing below, you acknowledge that you understand and accept the information above:

Tenant _____

Date _____

Owner / Landlord _____

Date _____