

Letter to New Landlord Confirming Move-in Date and Terms

This package contains:

1. Instructions & Checklist for Writing a Letter to Your New Landlord Confirming Move-in Date and Terms
2. Letter to Your New Landlord Confirming Move-in Date and Terms

Instructions & Checklist for a Letter to Your New Landlord Confirming Move-in Date and Terms

- This package contains: (1) Instructions & Checklist for a Letter to your New Landlord Confirming Move-in Date and Terms; and (2) Letter to your New Landlord Confirming Move-in Date and Terms.
- This form is designed to assist you in drafting a letter to your new landlord to confirm the date you plan to move in and confirming the terms of your rental agreement or lease.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

August 27, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Re: [Address of Property]

I am writing to let you know that I have finalized my arrangements with the moving company, and plan to move into the house on [Date of Move-in]. Of course, I will need to contact the utility companies prior to that date so that everything can be turned on when we move in, so I would appreciate it if you would make a set of keys available to me before [Date].

Please either mail the keys to me at the address above, or let me know where I may pick them up locally.

Thank you for all your help.

Cordially,

[Your Name]

Enclosures