

«mgmt_company»

«mgmt_company_address1» «mgmt_company_city»,
«mgmt_company_state», «mgmt_company_zip»

FAX

Date: _____
Number of pages including cover sheet: _____

To: «maintenance person»
«community»

Re: «full name»
«community» «apt nbr»

Fax #: «maintenance fax»

From: «rental agent»

Phone: _____
Fax: _____

The above-named person is scheduled to move in on:

«movein date»

Other Information:

_____ Will bring paperwork and check to you. Please mail to office.

_____ Please collect a total of \$_____ before giving keys out.

_____ Please call **«full name»** at «household_phone» and confirm date/time of move in.

Please call me as soon as you receive this fax. This would be a good time to ask for additional information or questions regarding this move in.

Thank you.