

## IMPORTANT INFORMATION



Attn:

Date: \_\_\_\_\_

RE: Important Information for the New Tenant

Dear \_\_\_\_\_,

Welcome! We wish you health and happiness in your new home. Listed below please find helpful information relating to your new residence.

- » Police: \_\_\_\_\_
- » Water Co: \_\_\_\_\_
- » Telephone: \_\_\_\_\_
- » Cable TV: \_\_\_\_\_
- » Electric Co: \_\_\_\_\_
- » Gas Co: \_\_\_\_\_
- » Sanitation Dept: \_\_\_\_\_

Other Helpful Information: \_\_\_\_\_

- » Location of fire extinguishers: \_\_\_\_\_
- » Location of smoke detectors: \_\_\_\_\_
- » Location of circuit breaker panel: \_\_\_\_\_
- » Location of water shut-off valve: \_\_\_\_\_
- » Days of garbage pick-up: \_\_\_\_\_
- » Days of recycling: \_\_\_\_\_
- » Mailbox # and Location: \_\_\_\_\_

Please contact us if you have any questions.

Regards,