

Tenant Move in Coordination Call

Investor

Hello (Tenant). How are you today?

This is (Your Name) from (Your Company Name).

Your move in day is quickly approaching and we can't wait!

The current tenants' lease will be expiring (Date) at midnight and they are scheduled to be out of the house at this time. They have been told to ensure that the rooms are empty so that you can move your belongings in on (Date).

I'd like to schedule a time on your move in date to meet so that I can get you your keys. At that time we will also conduct a move-in inspection to ensure that everything is in good working order for you!

What time works best for you to meet?

Tenant

Provides time

Investor

Great! I will meet you at the house at (Time).

See you than. Have a great day!