

# Tenant Selection Email

Hello (Tenant Name),

After speaking with your references and reviewing your application, I am very happy to tell you that I believe you would be a great tenant for (Property Address).

At this time, I'd like to set up an appointment to have the lease signed. Does (State day and time Option 1) or (Day and Time Option 2) work best for you to meet?

We can meet at your home or (office/other location). Please let me know where would you prefer to meet?

We do require that you bring first and last month's rent to the meeting as a deposit for the property. If you plan to pay by cheque, please date your cheque for the day that we are meeting and payable to (Cheque Name Information).

If you plan to pay your rent by post-dated cheques we also ask that you provide us with 10 post-dated cheques, dated for the first of the month for the remaining months of the rental term. Please make the cheque payable to (Cheque Name Information). Rent is also payable by electronic transfer, cash, (other payment option).

Please do not hesitate to contact me if you have any further questions!

I look forward to hearing from you soon,

(Your Name: \_\_\_\_\_)  
(Company Name: \_\_\_\_\_)  
(Company Address: \_\_\_\_\_)  
(Phone number: \_\_\_\_\_)  
(Email Address: \_\_\_\_\_)