



## ACKNOWLEDGEMENT OF NEW TENANT ORIENTATION / HANDBOOK RECEIPT

Dear New Resident(s),

Recar & Associates would like to take this opportunity to welcome you to your new rental home. We also want to thank you for choosing a Recar & Associates property.

In an effort to make your move a smooth one, we are giving you the **Recar & Associates Tenant Handbook** (attached to your Lease as "Rules & Regulations") which will answer many of your questions and provide you with useful information during your entire residency. Many of the day-to-day decisions that we make regarding your residency and your rental home are based primarily upon your Lease and the information presented in the Tenant Handbook. Please read your Lease along with the guidelines in the packet to fully understand what is required and expected.

We welcome your questions, comments, and suggestions. It is Recar & Associates' policy to promptly and courteously answer all tenant questions, comments, and complaints.

Again, welcome to your new home and Thank You for your patronage.

Sincerely,

*Judy Cage*  
Resident Services Coordinator

*Michelle Burnett*  
Maintenance Services



I acknowledge that I have viewed the **New Tenant Orientation video**, received the New Tenant Orientation Packet, and received the **Recar & Associates Tenant Handbook** (Rules & Regulations). I understand that the information contained therein will become a permanent part of my Lease. Lease terms will not change, except at time of Renewal. However, I understand that administrative policies contained within the Tenant Handbook can be changed with a 30-day written notice of revision from Management. NOTE: Signature below by any individual Tenant of the Property serves as Acknowledgement of material receipt and constitutes attendance of the Orientation by all legal Tenants of the Property. It is the responsibility of those attending the Orientation to convey information presented therein to the other non-attending parties of the Lease Agreement.

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Signature of Resident(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Address (Please print)