



## ACKNOWLEDGEMENT OF NEW TENANT ORIENTATION & TENANT HANDBOOK

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.

During your residency, our company website ([www.recar-realtors.com](http://www.recar-realtors.com)) will provide you with many resources for all phases of your stay. One of the most important resources is the **Recar & Associates Tenant Handbook**, which are the "Rules & Regulations" attached as part of your Lease. The Handbook is a procedural reference and only serves to simply your understanding of Lease requirements and expectations. Under no circumstances will the Handbook supersede the provisions of the Lease. We will be happy to provide you a printed copy of the Recar & Associates Tenant Handbook upon request.

It is Recar & Associates' policy to promptly and courteously answer all tenant questions, comments, and complaints. We welcome your input and hope you will let us know when you need our help along the way. If you know a friend, family member or coworker who might also need our assistance, we hope that you will also let us provide a great experience for them.

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

Sincerely,

*Judy Cage*  
Resident Services Coordinator

*Ed Walker*  
Maintenance Services Coordinator



I acknowledge that I have viewed the **New Tenant Orientation video**, completed the New Tenant Orientation Packet forms, and have either received the **Recar & Associates Tenant Handbook** (Rules & Regulations) or chosen to use the online version of the Handbook. 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 (which may be sent via mail or email). 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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Date

Signature of Resident(s)

Property Address (Please print)