

Important Update: Rental Policy Changes

Dear [Tenant's Name],

We hope this message finds you well. We would like to inform you about some updates to our rental policies that will take effect on [Effective Date]. These changes are aimed at improving the overall living experience in our community.

Key Updates to Our Rental Policies:

- **Late Payment Fee:** A late fee of \$[Amount] will be applied to rent payments received after the [Due Date].
- **Maintenance Requests:** All maintenance requests must be submitted through our online portal for tracking and efficiency.
- **Pet Policy:** Effective [Date], we will implement a new pet policy which includes a pet deposit of \$[Amount] and requires tenants to adhere to specific pet guidelines.

If you have any questions or concerns regarding these updates, please do not hesitate to reach out to us at [Contact Information]. We appreciate your understanding and cooperation as we implement these changes.

Thank you for being a valued resident in our community.

Sincerely,
[Your Name]
[Your Position]
[Property Management Company Name]