Property Maintenance Expectations

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

I hope this message finds you well. As your landlord, I want to ensure that we have clear communication regarding property maintenance to ensure a comfortable living environment.

Please be reminded of the following maintenance expectations:

- Regular inspections will be conducted every [insert frequency].
- If you notice any maintenance issues, please report them immediately via [insert preferred method of communication].
- Emergency repairs will be addressed within [insert time frame].
- Routine maintenance such as landscaping and HVAC servicing will be performed as scheduled.

Maintaining the property is a joint effort, and your cooperation is greatly appreciated. Thank you for being a valued tenant.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]