

Lease Reminder Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a friendly reminder regarding your responsibilities for property upkeep as outlined in your lease agreement dated [Insert Lease Date]. It is essential for the maintenance of the property that you adhere to these responsibilities.

Please remember to:

- Keep all common areas clean and free of debris.
- Report any maintenance issues promptly to ensure timely repairs.
- Maintain the yard/garden as per the agreed standards.
- Dispose of trash and recycling properly and regularly.

Failure to uphold these responsibilities may lead to additional charges or actions as specified in the lease agreement.

Thank you for your attention to this matter. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]