

Office Space Rental Policy Guidelines

Date: [Insert Date]

Dear [Tenant's Name],

We are pleased to welcome you as a tenant in our office space. Below are the rental policy guidelines that you are required to adhere to during your lease term:

1. Payment of Rent

Rent is due on the first of each month. Late payments will incur a fee of [insert fee].

2. Security Deposit

A security deposit of [insert amount] is required before moving in. This will be refundable upon lease termination, pending any damages.

3. Maintenance and Repairs

Tenants are responsible for keeping the premises clean. Any maintenance issues must be reported to management immediately.

4. Alterations

No alterations to the office space may be made without prior written consent from the landlord.

5. Termination of Lease

A written notice of [insert number of days] days is required for lease termination.

For any questions or further clarifications, please do not hesitate to contact us at [insert contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]