

# Tenant Appointment as Resident Manager

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We are pleased to inform you that you have been appointed as the Resident Manager of [Property Address]. Your appointment will commence on [Start Date] and will continue until further notice.

As the Resident Manager, your responsibilities will include but are not limited to:

- Overseeing maintenance and repairs of the property
- Addressing tenant concerns and managing communications
- Coordinating with service providers as needed
- Ensuring compliance with property rules and regulations

We believe you will be a valuable asset to our community, and we look forward to your contributions in this new role. Please confirm your acceptance of this appointment by signing and returning a copy of this letter by [Due Date].

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_