

# Letter of Tenant Designation as Resident Manager

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

To: [Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

We are pleased to inform you that you have been designated as the Resident Manager for [Property Address]. In this capacity, you will be responsible for assisting in the management of the property and ensuring it is well-maintained.

Your duties will include, but are not limited to:

- Monitoring the property and addressing maintenance issues.
- Acting as the first point of contact for residents.
- Overseeing common areas and ensuring they are tidy.
- Coordinating with contractors and vendors as necessary.

This designation will be effective from [Start Date] and will remain in effect until further notice. You will receive a monthly stipend of [Amount] for your services as Resident Manager.

Thank you for your commitment to maintaining a positive living environment for all residents.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]