

# Commercial Property Maintenance Agreement

Date: [Insert Date]

[Landlord's Name]  
[Landlord's Address]  
[City, State, Zip Code]

[Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

## Subject: Maintenance Arrangement for [Property Address]

Dear [Tenant's Name],

This letter serves as a formal agreement regarding the maintenance responsibilities for the commercial property located at [Property Address].

### 1. Responsibilities

The following outlines the maintenance responsibilities for both parties:

- The Landlord will be responsible for the following: [List of Landlord's responsibilities]
- The Tenant will be responsible for the following: [List of Tenant's responsibilities]

### 2. Term

This agreement will commence on [Start Date] and will continue until [End Date], unless terminated earlier in accordance with the lease terms.

### 3. Payment Terms

Payment for maintenance services will be made as follows: [Details of payment structure].

We appreciate your cooperation and look forward to maintaining a safe and pleasant environment for our tenants.

Best regards,

[Landlord's Name]  
[Landlord's Title]  
[Contact Information]