

Leasehold Property Maintenance Terms

Date: [Insert Date]

To: [Insert Tenant's Name]

Address: [Insert Tenant's Address]

Subject: Leasehold Property Maintenance Terms

Dear [Insert Tenant's Name],

We are pleased to outline the maintenance terms applicable to your leasehold property located at [Insert Property Address]. Please review the following terms:

1. Maintenance Responsibilities

- The Landlord is responsible for maintaining the structural integrity of the property and ensuring that all major systems (such as plumbing, heating, and electrical) are functional.
- The Tenant is responsible for day-to-day upkeep, including cleaning, minor repairs, and ensuring that fixtures and appliances are in good working order.

2. Reporting Issues

All maintenance issues must be reported to the Landlord in writing within [insert number of days] days of their occurrence. Please include details of the issue and, if possible, photographs.

3. Access for Repairs

The Tenant must provide reasonable access to the Landlord or designated maintenance personnel to conduct repairs or improvements during agreed-upon hours.

4. Emergency Repairs

In cases of emergency, such as flooding or power outages, the Tenant may contact the Landlord at [Insert Contact Information] without prior notice. The Tenant should make every effort to minimize damage.

5. Termination of Lease

Failure to follow the above maintenance terms may result in penalties or termination of the lease as per the Lease Agreement.

Thank you for your cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Title/Position]

[Insert Landlord Company Name]

[Insert Contact Information]