

Maintenance Instructions for [Property Address]

Dear [Tenant's Name],

We hope this message finds you well. As part of our commitment to providing a comfortable living environment, we have outlined some maintenance instructions for the rental property.

General Maintenance

- Regularly check and replace air filters in HVAC systems.
- Keep gutters free of debris to prevent water damage.
- Inspect smoke detectors monthly and replace batteries as needed.

Plumbing Maintenance

- Report any leaks or water issues immediately.
- Avoid flushing non-biodegradable items down the toilet.
- Keep the kitchen sink disposal clear of large food items.

Electrical Maintenance

- Do not overload circuits with excessive appliances.
- Report any flickering lights or tripped breakers.

Outdoor Maintenance

- Maintain landscaping by watering and trimming as needed.
- Clear outdoor walkways of debris and snow.

If you encounter any issues that require immediate attention, please contact our maintenance team at [Phone Number] or [Email Address].

Thank you for your cooperation and for keeping [Property Address] in great condition!

Sincerely,
[Your Name]
[Your Company Name]
[Contact Information]