

# Tenant Responsibilities Letter

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

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

As part of your rental agreement for the property located at [Property Address], we would like to remind you of your responsibilities as a tenant. It is essential to maintain the property and ensure a harmonious living environment for everyone involved. Below are key responsibilities you are expected to uphold:

- Paying rent on time each month as stipulated in the lease agreement.
- Keeping the property clean and in good condition.
- Reporting any maintenance issues or repairs needed promptly.
- Adhering to rules regarding noise levels and behavior to respect neighbors.
- Notifying us in advance about any guests staying longer than [number] days.
- Abiding by all provisions in the rental agreement.

Failure to adhere to these responsibilities may lead to consequences as outlined in the lease agreement. We appreciate your cooperation in maintaining a pleasant living environment.

Should you have any questions or need clarification on any aspects, please feel free to reach out.

Thank you for your attention to these important matters.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name, if applicable]

[Contact Information]