

# Tenant and Landlord Responsibilities

Date: [Insert Date]

To:

[Landlord's Name]

[Landlord's Address]

From:

[Tenant's Name]

[Tenant's Address]

## **Subject: Clarification of Tenant and Landlord Responsibilities**

Dear [Landlord's Name],

I hope this message finds you well. I am writing to outline and clarify the responsibilities of both the tenant and the landlord to ensure a smooth rental experience.

### **Landlord Responsibilities:**

- Maintain the property in a habitable condition.
- Make necessary repairs in a timely manner.
- Provide proper notice before entering the property.
- Ensure the property meets safety and health regulations.
- Return the security deposit in accordance with state laws.

### **Tenant Responsibilities:**

- Pay rent on time as per the lease agreement.
- Keep the property clean and undamaged.
- Notify the landlord promptly of any maintenance issues.
- Comply with lease terms and community rules.
- Provide notice before vacating the property.

By adhering to these responsibilities, I believe we can maintain a positive and respectful relationship. Please feel free to reach out if you have any questions or wish to discuss this further.

Thank you for your attention.

Sincerely,

[Tenant's Name]