

Co-Ownership Driveway Responsibilities

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

To: [Co-Owner's Name]
[Co-Owner's Address]
[City, State, ZIP Code]

Dear [Co-Owner's Name],

I hope this letter finds you well. As co-owners of the driveway located at [Property Address], I believe it's important for us to clarify our responsibilities in maintaining and using the shared space.

To ensure a smooth management of the driveway, I propose the following responsibilities:

- **Maintenance:** Both parties will be responsible for routine maintenance, including snow removal and repairs.
- **Cleaning:** Each co-owner agrees to keep their respective areas of the driveway clean and free of debris.
- **Parking:** We should establish designated parking spots to avoid conflict and ensure accessibility.
- **Communication:** Regular communication should be maintained regarding any repairs or issues that may arise.

Please let me know if you agree with these responsibilities or if you have any suggestions to add. I believe that by working together, we can ensure our driveway remains a functional and pleasant space for both of us.

Thank you for your attention to this matter. I look forward to hearing your thoughts.

Sincerely,

[Your Name]