

Lease Agreement Financial Responsibilities

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding your financial responsibilities as outlined in the lease agreement signed on [Insert Lease Date]. Please review the following responsibilities:

1. Rent Payment

The monthly rent of [Insert Amount] is due on the [Insert Due Date] of each month. Late payments will incur a fee of [Insert Late Fee Amount].

2. Security Deposit

A security deposit of [Insert Security Deposit Amount] is required before the lease commencement date. This deposit will be refundable upon lease termination, subject to conditions outlined in the lease.

3. Utilities

You are responsible for the payment of all utilities, including but not limited to electricity, water, gas, and internet, unless specified otherwise in the lease agreement.

4. Maintenance and Repairs

You are responsible for the costs associated with any damage caused by negligence or misuse of the premises.

Please sign and return a copy of this letter to acknowledge your understanding of these financial responsibilities.

Sincerely,

[Landlord's Name]

[Landlord's Contact Information]

[Tenant's Name] (Signature)

Date: _____