

Updated Tenant Responsibilities

Dear [Tenant's Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining a safe and pleasant living environment, we would like to inform you of the updated responsibilities that will be applicable effective [Date].

Tenant Responsibilities:

- Maintain cleanliness in all common areas
- Promptly report any maintenance issues
- Ensure all windows and doors are secured when not in use
- Respect noise levels and the privacy of fellow tenants
- Dispose of trash and recycling in designated bins

We appreciate your cooperation and understanding. Should you have any questions or require further clarification regarding these responsibilities, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]