

# Letter of Clarification on Lease Obligations

Date: [Insert Date]

To: [Resident's Name]  
[Resident's Address]

Dear [Resident's Name],

We hope this message finds you well. We are writing to clarify certain obligations set forth in your lease agreement dated [Insert Lease Start Date]. This letter aims to ensure that you are fully informed about your responsibilities as a tenant.

## Lease Obligations

- **Timely Rental Payments:** Rent is due on the [Insert Due Date]. Please ensure payments are made in accordance with the lease terms.
- **Property Maintenance:** Tenants are responsible for keeping the property in good condition and reporting any maintenance issues promptly.
- **Compliance with Community Rules:** Adherence to all community rules and regulations is mandatory to maintain a harmonious living environment.
- **Notification of Changes:** Any changes to occupancy or contact details must be communicated to the management immediately.

If you have any questions regarding these obligations or require further clarification, please do not hesitate to reach out to our office.

Thank you for your attention to these matters. We appreciate your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Property Management Company Name]  
[Contact Information]