

# Notice of Lease Policies and Procedures

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring a clear understanding of our leasing policies and procedures, we are reaching out to provide you with important information regarding your lease agreement.

## Lease Policies

- Rent Payment Due Date: Payments are due by the [Insert Due Date].
- Late Payment Penalties: A fee of [Insert Amount] will be incurred if rent is not received by [Insert Late Date].
- Maintenance Requests: Please submit maintenance requests via [Insert Method].

## Lease Procedures

- Inspection Schedule: Routine inspections will occur [Insert Frequency].
- Notice of Intent to Vacate: Tenants are required to provide a [Insert Notice Period] notice before vacating.
- Final Walkthrough: A final walkthrough will be scheduled [Insert Procedure].

If you have any questions or concerns regarding these policies and procedures, please do not hesitate to reach out to our office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]