

Property Rule Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Property Management/Owner's Name]

[Company Name or Organization]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the maintenance responsibilities as outlined in the property rules. There have been several instances of confusion within our community about which party is responsible for specific maintenance tasks.

Specifically, I would like to confirm:

1. Who is responsible for the landscaping and upkeep of common areas?
2. Are tenants required to perform maintenance on appliances and fixtures within their units?
3. What are the procedures for reporting maintenance issues, and how quickly can we expect a response?

Thank you for your cooperation.

Sincerely,

[Your Name]