

Tenant Responsibility Clarification

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

I hope this letter finds you well. This correspondence is to clarify your responsibilities as a tenant in the property located at [Property Address].

As per the lease agreement dated [Lease Agreement Date], your responsibilities include, but are not limited to, the following:

- Timely payment of rent on or before the due date.
- Maintenance of the property in good condition.
- Immediate reporting of any repairs needed or damages incurred.
- Adhering to community rules and regulations.
- Ensuring that no unauthorized occupants reside in the property.

Should you have any questions or require further information regarding your responsibilities, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]