

Leasing and Rental Policies for Multi-Family Units

Date: [Insert Date]

Dear [Tenant's Name],

Welcome to [Property Name]! We are pleased to have you as part of our community. Below are the leasing and rental policies that all residents must adhere to:

1. Lease Agreement

All tenants must sign a lease agreement prior to moving in. The lease outlines the terms of your tenancy, including rent amount, duration, and responsibilities.

2. Rent Payment

Rent is due on the first of each month. Late payments will incur a fee of [insert late fee amount]. Please ensure payments are made via [insert payment methods].

3. Security Deposit

A security deposit equivalent to [insert amount or percentage] of the monthly rent is required upon signing the lease. This deposit will be refunded upon move-out, subject to any deductions for damages.

4. Maintenance Requests

For any maintenance issues, please submit a request via [insert method to submit maintenance requests]. Emergency issues should be reported immediately.

5. Pet Policy

[Insert pet policy, including details about pet deposits, types of pets allowed, etc.].

6. Noise Policies

Residents are asked to maintain a respectful noise level to ensure a comfortable living environment for all. Quiet hours are from [insert quiet hours].

7. Termination of Lease

To terminate your lease, a written notice of [insert notice period] is required. Please refer to your lease for additional details.

If you have any questions regarding these policies or your lease agreement, please do not hesitate to reach out to our management team.

Thank you for choosing to live at [Property Name]. We look forward to a positive living experience!

Sincerely,

[Your Name]

[Your Title]

[Contact Information]

[Property Name or Management Company]