

# Tenant Duties and Obligations Clarification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this letter finds you well. We would like to take this opportunity to clarify your duties and obligations as stipulated in the lease agreement for the property located at [Property Address].

## Tenant Responsibilities:

- Paying rent on or before the due date.
- Keeping the property clean and in good condition.
- Reporting any maintenance issues promptly.
- Abiding by community rules and regulations.
- Notifying the landlord of any changes in occupancy.

## Additional Obligations:

- Respecting the rights of other tenants.
- Not causing disturbances or nuisance.
- Complying with all local laws and ordinances.

Failure to adhere to these obligations may result in penalties as outlined in the lease agreement.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Property Management Company Name]