

Tenant Responsibilities in Lease Agreement

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are providing this letter to outline your responsibilities as a tenant in accordance with the lease agreement signed on [Insert Lease Start Date]. Please ensure that you adhere to the following obligations:

1. **Rent Payment:** Rent is due on the [Insert Due Date] of each month. Late payments may incur fees as specified in the lease.
2. **Maintenance:** You are responsible for maintaining the premises in a clean and hygienic condition.
3. **Utilities:** You are responsible for payment of all utilities unless otherwise stated in the lease.
4. **Repairs:** You must promptly report any necessary repairs for issues such as plumbing, heating, and electrical problems.
5. **Property Rules:** You are required to comply with community rules and regulations as outlined in the lease.
6. **Alterations:** Any alterations to the property require prior written consent from the landlord.
7. **Inspection:** You must allow the landlord reasonable access to the property for inspections and maintenance.
8. **Return Condition:** At the end of the lease, the property must be returned in good condition barring normal wear and tear.

Thank you for your attention to these responsibilities. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Title]

[Landlord's Contact Information]