

Exclusive Rental Agreement Clarification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Subject: Clarification of Exclusive Rental Agreement

Dear [Tenant's Name],

I hope this message finds you well. I am writing to clarify certain terms outlined in our exclusive rental agreement dated [Insert Agreement Date]. It is important to ensure that both parties have a mutual understanding of the terms to avoid any potential misunderstandings.

1. Rent Payment

The monthly rent of [Insert Amount] is due on the [Insert Due Date] of each month. Please ensure that payments are made by this deadline.

2. Security Deposit

A security deposit of [Insert Amount] was collected at the signing of the lease. This deposit will be returned following the satisfactory inspection of the property upon your move-out.

3. Maintenance Responsibilities

As per the agreement, maintenance responsibilities for repairs and upkeep are divided between the landlord and tenant. Please refer to section [Insert Section Number] for specifics.

If you have any further questions or require additional clarifications, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]