

Date: [Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Maintenance Responsibilities Addendum Enclosed for Signature

Dear [Tenant Name],

Enclosed with this letter, you will find a Maintenance Responsibilities Addendum to be added to your current lease agreement for the property located at [Property Address].

This addendum is intended to clarify the specific maintenance duties of both the landlord and the tenant to ensure the property remains in good condition. It outlines expectations regarding routine upkeep, repairs, and reporting procedures.

Please review the document carefully. If you agree to the terms, please sign and date both copies. Keep one copy for your records and return the other signed copy to our office by [Due Date].

If you have any questions regarding the details of this addendum, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Title]