

[Property Management Company Name / Landlord Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

RE: Notice of Updated Tenant Maintenance Responsibilities

Dear [Tenant Name(s)],

This letter serves as formal notice regarding updates to your maintenance responsibilities at [Property Address]. To ensure the property remains in good condition, the following changes or clarifications to your lease agreement are effective as of [Effective Date]:

Updated Responsibilities:

- [Insert Responsibility 1 - e.g., Lawn care and weeding]
- [Insert Responsibility 2 - e.g., Replacement of HVAC filters every 3 months]
- [Insert Responsibility 3 - e.g., Snow removal from sidewalks and driveway]
- [Insert Responsibility 4 - e.g., Specific trash and recycling disposal protocols]

Please review these updates carefully. All other terms and conditions of your original lease agreement dated [Lease Start Date] remain in full force and effect. Failure to adhere to these maintenance requirements may result in repair charges or further action as outlined in your lease.

If you have any questions regarding these updates, please contact our office at [Phone Number] or [Email Address] before [Deadline Date].

Thank you for your cooperation in maintaining the property.

Sincerely,

[Signature]
[Printed Name]
[Title/Position]