

- Security Deposit: The security deposit of [\$XXX] is refundable and will be held in accordance with local laws.
  - Utilities: [Specify whether utilities are included or not]

- Maintenance: The landlord will be responsible for [list maintenance responsibilities, e.g., repairs,

landscaping].

- Pets: [Specify if pets are allowed and any associated fees or restrictions].

3. Move-In Details:

- Move-In Date: [Move-In Date]

- Key Exchange: Keys will be provided on the move-in date after all required payments are made.

Please review the terms and conditions outlined in this offer letter carefully. If you decide to accept

this lease offer, please provide your written confirmation by [Confirmation Deadline Date]. You can

reach me at [Your Phone Number] or [Your Email Address] for any clarifications or to discuss any

modifications to the terms.

To confirm your acceptance, we will require the following documents and payments:

1. Signed Lease Agreement: Please sign and return the attached lease agreement by [Lease

Agreement Deadline Date].

2. Security Deposit: The security deposit of [\$XXX] must be paid in full by [Security Deposit Deadline

Date].

Once we receive these documents and payments, we will consider the lease agreement binding and

will finalize the arrangements for your move-in.

We are excited about the prospect of having you as a tenant and look forward to a positive leasing

experience. Please do not hesitate to contact me if you have any questions or concerns.

Thank you for considering this lease offer. We anticipate your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a printed letter)]

Enclosures: Lease Agreement, Terms and Conditions, Move-In Checklist