

Lease Offer Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Lease Offer Letter for [Property Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to extend a lease offer for the property located at [Property Address]. After carefully reviewing your application and references, we are pleased to offer you the opportunity to lease the aforementioned property under the terms outlined below:

1. Property Details:

- Property Address: [Property Address]
- Type: [Apartment/Condo/House]
- Rent Amount: [\$XXX] per month
- Lease Duration: [Start Date] to [End Date]
- Security Deposit: [\$XXX]

2. Lease Terms and Conditions:

- Monthly Rent: The monthly rent of [\$XXX] is due on the [1st/15th] day of each month.
- 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