

# Tenant Notification Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Subject: Notice of Important Information for Tenants

Dear [Tenant's Name],

I hope this letter finds you well. We are writing to inform you of some important updates and information related to your tenancy at [Property Address].

## 1. Rent Payment and Due Date:

Starting from [Month], there will be a slight change in the rent payment due date. The new due date will be [Day of the Month], [Month], [Year]. Please make sure to adjust your payment schedule accordingly to avoid any late fees or penalties.

## 2. Maintenance and Repairs:

We take pride in providing you with a comfortable living environment. If you encounter any maintenance or repair issues within your apartment or any common areas, please report them promptly by contacting our maintenance team at [Maintenance Contact Number]. We will address the concerns as soon as possible to ensure your safety and convenience.

## 3. Recycling and Waste Disposal:

In our efforts to contribute to a greener environment, we encourage all tenants to actively participate in recycling programs. Recycling bins are available [location(s)], and we kindly ask that you separate recyclable materials from regular waste. Proper waste disposal not only helps the environment but also keeps the property clean and pleasant for everyone.

#### 4. Security Reminders:

Your safety and security are of utmost importance to us. We remind all tenants to lock all doors and windows when leaving their apartments and to refrain from propping open any common area doors. Additionally, please do not share access codes or keys with unauthorized individuals to maintain the security of the property.

#### 5. Property Inspections:

In accordance with the terms of your lease agreement, periodic property inspections will be conducted to ensure that the premises are well-maintained and to address any potential issues proactively. We will provide you with a notice of inspection at least [number of days, typically 24-48 hours] in advance.

#### 6. Lease Renewal:

Your current lease agreement is set to expire on [Lease Expiry Date]. If you wish to renew your lease, please contact us at least [number of days] before the expiration date to discuss the terms and conditions. We value you as a tenant and would be delighted to continue our leasing relationship.

Should you have any questions or concerns, please don't hesitate to reach out to our office at [Your Contact Number] or [Your Email Address].

Thank you for your attention to these matters. We appreciate your cooperation in making our community a great place to live.

Sincerely,

[Your Name]

[Your Title/Position (e.g., Property Manager)]

[Property Management Company Name (if applicable)]