

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: Rental Terms Agreement  
Dear [Recipient's Name],  
This letter serves to outline the rental terms agreed upon for the property located at [Property Address].  
\*\*1. Rental Property:\*\*  
- Address: [Property Address]  
- Type: [Type of Property - e.g., apartment, house, etc.]  
\*\*2. Lease Term:\*\*  
- Start Date: [Start Date]  
- End Date: [End Date]  
\*\*3. Rent:\*\*  
- Monthly Rent Amount: [Rent Amount]  
- Due Date: [Due Date each month]  
- Payment Method: [Payment Method - e.g., check, bank transfer]  
\*\*4. Security Deposit:\*\*  
- Amount: [Security Deposit Amount]  
- Due Date: [Due Date for Deposit]  
\*\*5. Utilities:\*\*  
- [List utilities included in rent or note the tenant's responsibility]  
\*\*6. Maintenance and Repairs:\*\*  
- Responsibilities of landlord: [Landlord's Responsibilities]  
- Responsibilities of tenant: [Tenant's Responsibilities]  
\*\*7. Termination:\*\*  
- Notice period: [Notice period for termination]  
\*\*8. Other Terms:\*\*  
- [Any additional terms or conditions]  
Both parties agree to the terms outlined in this letter. Please sign below to signify your acceptance.  
Sincerely,  
[Your Signature]  
[Your Printed Name]  
\*\*Accepted by:\*\*  
  

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[Recipient's Signature]  
[Date]