

## Tenant Acceptance Letter

\_\_\_\_ [date] \_\_\_\_

\_\_\_\_ [tenant] \_\_\_\_

\_\_\_\_ [street address] \_\_\_\_

\_\_\_\_ [city, state, and zip] \_\_\_\_

This letter confirms our conversation on \_\_\_\_ [date] \_\_\_\_ at \_\_\_\_ [time] \_\_\_\_, in which you accepted my offer to rent the property at \_\_\_\_ [rental property address] \_\_\_\_\_. As we discussed, these are the rental terms:

Rent \_\_\_\_\_ Deposit \_\_\_\_\_

Rental start date \_\_\_\_\_

Rental term ☐ Month-to-month

☐ Lease, ending on \_\_\_\_\_

Number of occupants \_\_\_\_\_ Pets \_\_\_\_\_

Deposit and first month's rent total \_\_\_\_ [amount] \_\_\_\_ to be paid by \_\_\_\_ [method of payment] \_\_\_\_ on or before \_\_\_\_\_ at this address \_\_\_\_\_.

Holding deposit of \_\_\_\_ [amount] \_\_\_\_ to be paid by \_\_\_\_ [date] \_\_\_\_ at this address \_\_\_\_\_.

We will sign the rental documents on \_\_\_\_ [date] \_\_\_\_ at \_\_\_\_ [time] \_\_\_\_ at \_\_\_\_ [address] \_\_\_\_.

Thank you for deciding to live here. I look forward to working with you to ensure that your move in and tenancy are smooth and enjoyable. If you have any questions, please don't hesitate to call me.

Yours truly,

\_\_\_\_\_

Landlord/Manager