

---

# Rental Agreement Letter for School

**[Date: October 29, 2024]**

[Landlord's Name: Elizabeth Johnson]

[Landlord's Address: 456 Park Avenue]

[City, State, Zip Code: Anytown, AN 12345]

[School's Name: Riverside Elementary School]

[School Administrator's Name: Mr. Thomas Clark]

[School's Address: 789 Riverside Drive]


[City, State, Zip Code: Anytown, AN 12345]

Dear [Mr. Thomas Clark],

Subject: Rental Agreement for [Property Address: 456 Park Avenue]

I am pleased to provide the terms of the rental agreement concerning the property located at [456 Park Avenue], which Riverside Elementary School will use for [expanding classroom space]. This agreement is effective from [November 1, 2024] to [October 31, 2025], and outlines the conditions under which your institution will occupy the premises.

**1. Lease Term:** The lease term shall commence on [November 1, 2024], and will terminate on [October 31, 2025], with the option to renew subject to the agreement of both parties.



**2. Monthly Rent:** The agreed monthly rent is \$[2,500] payable by the first day of each month. A grace period of [five days] will be allowed for late payments, after which a late fee of [5% of the monthly rent] will be incurred.

**3. Security Deposit:** A security deposit of \$[5,000] is required at the signing of this lease. This deposit will be fully refunded upon the termination of the lease, provided that the property is returned in its original condition, except for normal wear and tear.

**4. Use of Property:** The property is to be used solely for educational purposes and related activities. Any other use of the premises is prohibited without prior written consent from the landlord.

**5. Utilities and Maintenance:** The school is responsible for all utilities associated with the property. The school will also maintain the property in good repair and condition, including routine maintenance and emergency repairs.

**6. Alterations:** No structural alterations or modifications to the property will be made without prior written approval from the landlord.

**7. Compliance:** The tenant agrees to comply with all applicable laws and regulations relating to the use of the property and will obtain all necessary permits and licenses.

**8. Termination:** Either party may terminate this agreement with a [60-day] written notice prior to the lease expiration.

Please review and sign this letter to indicate your agreement with these terms. We are excited about this partnership and look forward to supporting Riverside Elementary School in its endeavors.

**Warm regards,**



[Elizabeth Johnson]

[Landlord's Signature]

[Contact Information: 987-654-3210]

Acknowledged and Accepted:

[Mr. Thomas Clark]

[Principal's Signature]

[Date: Upon Signing]