



**PLEASE TYPE THIS LETTER ON YOUR COMPANY LETTERHEAD**

## **CORPORATE LETTER OF RESPONSIBILITY**

Date: \_\_\_\_\_

**Name of Shea Apartment Community**  
**Attn: Corporate Apartment Leasing**  
**Street address of Shea Apartment Community**  
**City, state, and zip code of Shea Apartment Community**

**RE: Apartment number, street address, city, state, zip code of corporate apartment**

This letter is to serve as acceptance by *{insert your company name}* for all charges associated with the apartment being leased to employees or guests on behalf of this company at *{insert name of Shea Apartment Community}*. *{Insert your company name}* will assume responsibility of monthly payment, utilities, etc. for the full term of the lease agreement and any charges from damages to the apartment or its contents (rental furniture, housewares, etc.)

*{Insert your company name}* will be responsible for the above referenced apartment effective *{insert possession date}*.

It is understood and agreed that payment is due on or before the first day of every month. It is also understood and agreed that a written 30-day notice is required prior to vacating the apartment.

Sincerely,

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Company Representative

\_\_\_\_\_  
Title of Company Representative

\_\_\_\_\_  
Company Name