

MODEL LETTER

Get Tough with Resident Who Uses Roof

Adapt and send this letter to a resident who continues to use your site's roof despite prior warning not to do so.

[Insert date]

Dear [insert resident's name]:

On [insert date], I spoke with you about your unauthorized use of the roof. Despite that conversation, it has come to our attention that you have continued to use the roof in violation of ABC Site's House Rules. Specifically, [insert details of violation, e.g., maintenance staff members reported seeing you sunbathing on the roof on weekend afternoons].

Your continued unauthorized use of the roof is both a serious safety risk and a material violation of your lease. Section 14 of your lease requires you to obey the house rules that are attached to your lease. As shown in the attached copy of the house rules, you are barred from using the roof for any reason other than an emergency.

If we learn that you continue to use the roof, we will pursue any and all legal remedies available to us, including, but not limited to, suing to evict you.

Thank you for your cooperation.

Yours truly,
Jane Manager, ABC Site