

MODEL LETTER

Send Letter to Resident with Prohibited Appliance

Here's a letter you can adapt to tell residents who have additional appliances in their units that they're violating their leases and that you'll seek eviction if they don't get rid of them. Check with your attorney to make sure your letter complies with state and local law.

May 21, 2013

Dear Roger Resident:

1. You are in violation of your lease for using a prohibited washing machine in your unit. On May 14, 2013, we reminded you that having a portable clothes washer in your unit is a violation of your lease. We asked you to immediately remove the washer and not use it or any other while you are a resident of ABC Apartments. Yesterday, our maintenance person noticed that you are still using the machine.
2. Installation or use of a portable washing machine without our consent is a substantial violation of your lease. Paragraph 14 of your lease specifically prohibits appliances, including washing machines and dryers.
3. Your washing machine also creates a nuisance, which is prohibited by Paragraph 21. Your washing machine interferes with the building's electrical and plumbing systems, creates a risk of flooding, and presents a danger to the health and safety of you and other residents.
4. You must remove the washing machine immediately. If you do not, we may begin eviction proceedings against you. Thank you for your cooperation.

Yours truly,
Joe Manager