

MODEL LETTERS

Warn Residents to Remove Items from Common Areas

These letters are examples of how to warn residents to remove from common areas items belonging to them. The first letter is a polite letter. It assumes that a resident has ignored a prior oral warning. The second letter takes a tougher approach because, in this case, the resident hasn't remedied the problem despite the polite warning.

► POLITE LETTER

[Insert date]

Dear Jane Resident:

On [insert date], I came to your unit and asked you to remove two bicycles that you have chained to the fire escape on the west side of the building. Unfortunately, the bicycles are still there. This violates a house rule that bars residents from leaving possessions in the common areas, which include fire escapes. The local fire code and federal housing tax credit regulations prohibit you from obstructing fire exits and other common areas.

Please remove the bicycles from the fire escape immediately. Be advised that the house rule allows us to remove obstructions from the common areas if residents refuse to.

Thank you for your prompt attention to this matter.

Yours truly,
Joe Manager

► GET-TOUGH LETTER

[Insert date]

FINAL WARNING: FIRE ESCAPE OBSTRUCTION

Dear Jane Resident:

1. Due to your failure to remove two bicycles that you have chained to the fire escape on the west side of the building, you are in violation of Section 27 of the Anytown Fire Code and of our house rule. This condition also violates Section 42(i)(3)(B)(ii) of the Internal Revenue Code.
2. This is a serious matter. Your failure to remove the bicycles creates a safety hazard. Any obstruction on a fire escape endangers your safety and the safety of other residents. In case of fire, residents or fire fighters may be blocked or injured by the bicycles. You are also jeopardizing the tax credit status of the building in the event that state agency inspectors detect a safety hazard such as the one that you have created. If this building loses its tax credit status, you'll no longer be entitled to your restricted rent.
3. If you do not remove the bicycles by tomorrow, we will remove them and store them at your expense. The house rule entitles us to take this action.
4. Please note that repeated violations of the house rules can lead to your eviction.

Thank you for your prompt attention to this matter.

Yours truly,
Joe Manager