

## MODEL LETTER

### Warn Residents Who Don't Comply with House Rules

You can adapt the following letter to send to residents who have violated your house rule regarding items left in common areas. The letter accomplishes four objectives: (1) it reminds the resident of the house rule; (2) it lists the item(s) that needs to be removed; (3) it gives the resident a time frame for complying; and (4) it reinforces management's right to remove the item, if the resident does not do so.

[Insert date]

[Insert resident's name and address]

Dear [insert resident's name]:

This is a reminder that our lease prohibits residents from leaving or storing personal items in common areas. On [insert date], we observed [insert violation, e.g.: a bicycle chained to the stairwell banister outside your unit]. This violates the terms of your lease, as well as the local fire code, which prohibits residents from obstructing fire exits and other common areas, and federal housing tax credit regulations.

Please remove the [insert item(s), e.g.: bicycle] immediately. Failure to do so will result in management's removal of the item, as stated in our house rules.

We appreciate your attention to this matter. If you have questions or concerns regarding our policies or the terms of your lease, please contact us at [insert tel. #].

Yours truly,

[Insert manager's name]

Manager, [insert site name]