

MODEL LETTER

Get Tough with Resident Who Uses Roof

Here's a get-tough letter we wrote that you can adapt and send to a resident who continues to use your roof despite your prior warning not to do so. The letter reminds the resident of your conversation with him in which you warned him not to use the roof; notes that you've learned that he has continued to use the roof anyway; warns him that his use of the roof for any reason other than an emergency is a serious safety risk and a material violation of his lease; and threatens legal action if he doesn't immediately stop using the roof.

[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 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 [insert #] of your lease requires you to comply with all house rules. And as shown in the attached copy of the ABC Site 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