

[Date]

[Tenant Name]

[Unit Number]

[Property Name]

## Subject: Bicycle Storage Room Access and Guidelines

Dear Resident,

We are pleased to provide you with access to the building's bicycle storage room located at [Location/Room Number]. To ensure the safety and organization of this shared space, please adhere to the following guidelines:

- **Access:** The room can be accessed using your [Key/Fob/Code]. Access is permitted [Hours of Operation].
- **Registration:** All bicycles must be registered with the management office. Please ensure your issued permit tag is visible on the bike frame.
- **Security:** Residents are responsible for providing their own locks. We recommend using a heavy-duty U-lock. Management is not responsible for lost or stolen property.
- **Parking:** Bicycles must be placed in the designated racks. Do not block walkways, doorways, or emergency exits.
- **Prohibited Items:** This room is for active bicycle storage only. Motorized scooters, gasoline-powered vehicles, and general household storage are strictly prohibited.
- **Cleanliness:** Please keep the area clean. Do not leave tools, spare parts, or trash in the storage room.
- **Abandoned Bicycles:** Bicycles that appear abandoned or do not have a valid permit may be tagged and removed at the owner's expense after [Number] days.

By using the storage room, you agree to comply with these rules. Failure to follow these guidelines may result in the revocation of your access privileges.

If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Management]

[Company Name]