

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of Mandatory Pet Registration

Dear [Tenant Name],

Our records indicate that you currently have a pet residing in your unit, or you have expressed interest in obtaining one. Per the terms of your lease agreement, all pets must be formally registered with the Property Management office.

Please provide the following information and documentation by [Due Date]:

- Completed Pet Registration Form (attached)
- A clear color photograph of the pet
- Current vaccination records from a licensed veterinarian
- Proof of spay/neuter (if applicable)
- Local pet license number (if required by city ordinance)
- Payment of the [Pet Deposit/Pet Fee] in the amount of \$[Amount]

Please remember that all pets must be kept on a leash in common areas, and owners are responsible for the immediate cleanup of pet waste. Failure to register a pet is a violation of your lease agreement and may result in fines or further action.

You may submit these documents via email to [Email Address] or drop them off at the leasing office during business hours.

Thank you for your cooperation in keeping our community safe and clean.

Sincerely,

[Manager Name]

[Property Management Company Name]

[Phone Number]