

Date: [Insert Date]

To: [Insert Name/Resident/Guest]

Subject: On-Site Code of Conduct and Property Rules

Dear [Insert Name],

To ensure a safe, professional, and comfortable environment for everyone, we require all individuals on the premises of [Insert Property Name] to adhere to the following Code of Conduct and Property Rules.

1. Professional Behavior

All individuals are expected to conduct themselves in a respectful and professional manner. Harassment, discrimination, or abusive language toward staff, residents, or visitors will not be tolerated.

2. Noise Levels

Please keep noise to a minimum, especially during quiet hours from [Insert Start Time] to [Insert End Time]. Avoid loud music, shouting, or any activities that may disturb others.

3. Use of Common Areas

Common areas must be kept clean and free of personal belongings. Please dispose of all trash in the designated receptacles provided.

4. Smoking and Substance Use

[Insert Smoking Policy, e.g., Smoking is strictly prohibited inside the building and is only allowed in designated outdoor areas.] The use of illegal substances on the property is strictly forbidden.

5. Safety and Security

Do not prop open secure doors or allow unauthorized individuals access to the building. Please report any suspicious activity or maintenance hazards to management immediately.

6. Parking

Vehicles must be parked in designated spots only. Unauthorized vehicles or those blocking access points are subject to towing at the owner's expense.

7. Compliance

Failure to comply with these rules may result in [Insert Consequences, e.g., removal from the property, fines, or termination of agreement].

Thank you for your cooperation in maintaining a positive environment at [Insert Property Name].

Sincerely,

[Your Name/Company Name]
[Your Title]
[Contact Information]