

[Property Management Company Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email]

[Date]

[Tenant Name]  
[Property Address]  
[Unit Number]

**RE: Notice of Additional Occupant Fee**

Dear [Tenant Name],

This letter serves as formal notice regarding the addition of an unauthorized occupant at the property located at [Property Address].

According to your lease agreement dated [Lease Start Date], the premises are to be occupied by the individuals specifically named in the contract. Our records indicate that an additional person is currently residing in the unit who is not listed as a tenant or authorized occupant.

As per the terms of your lease, specifically Section [Insert Section Number], an additional occupant fee of \$[Amount] per month applies for any person living in the unit who is not a primary leaseholder. This fee covers the increased wear and tear on the property and additional utility consumption.

**Fee Details:**

- Additional Occupant Name: [Occupant Name]
- Monthly Fee Amount: \$[Amount]
- Effective Date: [Date]

Please note that this additional occupant must still complete a background check and be approved by management. Please submit an application for this individual by [Deadline Date].

The updated monthly rent total, including this fee, will be \$[Total Amount], starting on [Next Rent Due Date]. Failure to pay this fee or register the occupant may result in a lease violation notice.

If you believe this information is incorrect or if the occupant has already vacated the premises, please contact our office immediately at [Phone Number].

Sincerely,

[Property Manager Name]  
[Property Management Company]