

Date: [Date]

To: [Tenant Name]

Address: [Property Address]

Unit: [Unit Number]

RE: NOTICE OF RENT ADJUSTMENT DUE TO UNAUTHORIZED OCCUPANT

Dear [Tenant Name],

It has come to our attention that an additional person, identified as [Occupant Name], is currently residing in your unit. According to our records, this individual is not listed as a legal occupant or co-tenant on your current Lease Agreement dated [Lease Start Date].

Per the terms of your Lease Agreement, specifically Section [Section Number], any increase in the number of occupants results in additional wear and tear on the property and increased utility consumption. As a result, your monthly rent will be adjusted accordingly.

Adjustment Details:

- **Current Monthly Rent:** \$[Amount]
- **Additional Occupant Fee:** \$[Amount]
- **New Total Monthly Rent:** \$[Amount]

This rent adjustment will take effect on [Effective Date].

Please note that this notice does not constitute a formal addition of the occupant to the lease. The unauthorized occupant must still complete a background check and rental application for management approval. Failure to comply with the occupancy limits or lease terms may result in further action, up to and including lease termination.

If you believe this information is incorrect, or if the individual has vacated the premises, please contact the management office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]