

DATE: [Insert Date]

TO: [Tenant/Resident Name]

ADDRESS: [Insert Property Address/Unit Number]

RE: NOTICE TO CEASE UNAUTHORIZED VEHICLE MAINTENANCE

Dear [Tenant Name],

It has come to our attention that you are performing vehicle maintenance or repairs on the property located at [Insert Property Address]. Specifically, the following activity was observed: [Describe activity, e.g., oil change, engine repair] on a [Vehicle Make/Model/License Plate].

This letter serves as a formal notice that according to your [Lease Agreement / Community Rules], performing mechanical work or maintenance on vehicles in common areas, parking lots, or driveways is strictly prohibited.

Required Action:

- Immediately cease all unauthorized repair or maintenance activities.
- Ensure the vehicle is in an operable condition or removed from the premises if it cannot be repaired elsewhere.
- Clean any fluids, debris, or stains resulting from the maintenance by [Insert Deadline Date/Time].

Failure to comply with this notice may result in further action, including fines, towing of the vehicle at your expense, or legal action regarding a lease violation.

If you have already corrected this issue, please disregard this notice. If you have questions, contact the management office at [Insert Phone Number].

Sincerely,

[Your Name/Property Manager]
[Property Name/Company Name]