

Date: [Current Date]

To: [Tenant Names]

Address: [Property Address, Unit Number]

Subject: First Notice Regarding Unapproved Long-Term Guest

Dear [Tenant Names],

This letter serves as a formal notice regarding an unauthorized occupant currently residing in your rental unit. It has come to our attention that an individual who is not listed on the signed Lease Agreement has been staying at the premises for an extended period.

According to your Lease Agreement dated [Lease Start Date], specifically Section [Section Number/Title regarding Guests], any guest staying longer than [Number of Days] days within a [Number of Months] month period is considered a long-term occupant and must be approved by management.

To resolve this matter, please choose one of the following actions by [Deadline Date]:

- The unauthorized guest must vacate the premises immediately.
- If you wish for this individual to remain, they must submit a formal rental application for background screening and, if approved, be added to the Lease Agreement as a co-tenant or authorized occupant.

Please contact the management office at [Phone Number] or [Email Address] by [Date] to confirm how you intend to proceed. Failure to comply with the terms of your lease may result in further formal action.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Landlord Name]

[Management Company Name, if applicable]