

**Date:** [Insert Date]

**To:** [Tenant Name(s)]

**Address:** [Property Address, Unit Number]

**RE: NOTICE OF PENALTY ASSESSMENT FOR UNAUTHORIZED OCCUPANT(S)**

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your Lease Agreement dated [Lease Start Date] regarding the occupancy limits of the premises located at [Address].

On [Date of Discovery], it was determined that an unauthorized individual, [Name of Unauthorized Occupant, if known], has been residing in the unit without prior written consent from Management. This is a direct violation of Section [Insert Section Number] of your lease agreement.

**Penalty Assessment:**

- **Fine Amount:** \$[Amount]
- **Reason:** Violation of unauthorized occupant policy.
- **Due Date:** [Date]

Please be advised that this penalty must be paid along with your next rent payment. Furthermore, the unauthorized occupant must vacate the premises immediately. If you wish to add a new occupant to the lease, they must submit a formal application and pass our screening process.

Failure to remove the unauthorized occupant or pay the assessed penalty may result in further legal action, including the commencement of eviction proceedings.

Please contact the management office at [Phone Number] if you have any questions regarding this notice.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]