

Date: [Date]

To: [Primary Tenant Names]
And All Other Occupants
[Property Address]
[Unit Number]
[City, State, Zip Code]

RE: NOTICE TO APPLY OR VACATE - UNAPPROVED OCCUPANT

Dear [Tenant Names],

It has come to our attention that an unauthorized individual, [Name of Unapproved Resident], is currently residing in the premises listed above. This is a violation of your lease agreement, which requires all adult occupants to be screened and approved by management prior to moving in.

To remedy this lease violation, you must choose one of the following actions within [Number of Days, e.g., 3 or 7] days of this notice:

1. **Submit an Application:** The unapproved individual must submit a formal rental application, pay the required screening fee, and meet all eligibility criteria to be added to the lease agreement.
2. **Vacate the Premises:** The unapproved individual must permanently move out of the property and return all keys/access devices.

Please be advised that if the unapproved resident does not submit an application or vacate the property by [Deadline Date], we will be forced to begin formal eviction proceedings for breach of contract.

Please contact the management office immediately at [Phone Number] or [Email Address] to confirm your intended course of action.

Sincerely,

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