

Date: [Insert Date]

To: [Tenant/Owner Name]

Address: [Insert Unit Number]

RE: NOTICE OF NON-COMPLIANCE - PERSONAL ITEMS IN COMMON AREAS

Dear [Name],

It has been observed that personal belongings have been placed in the common areas of the building, specifically at: [Insert Location, e.g., Hallway, Stairwell, Lobby].

Per the terms of your [Lease Agreement / HOA Rules], common areas must remain clear of personal property at all times. This policy is in place to ensure resident safety, allow for proper maintenance, and comply with local fire codes regarding emergency egress.

Required Action:

Please remove your items (including: [List Items]) from the common area by [Insert Date and Time].

Failure to remove these items by the deadline may result in the following:

- Removal and disposal of the items by management at your expense.
- Fines or administrative charges as outlined in your agreement.

If you believe this notice has been sent in error or if you have questions, please contact the management office at [Insert Phone Number].

Thank you for your immediate cooperation in keeping our community safe and tidy.

Sincerely,

[Your Name/Signature]

[Title/Property Management Name]