

DATE: [Insert Date]

TO: [Tenant/Owner Name]

ADDRESS: [Insert Property Address/Unit Number]

RE: NOTICE OF IMPROPER OUTDOOR STORAGE

Dear [Tenant/Owner Name],

This letter serves as a formal notice regarding the current condition of your outdoor space (balcony, patio, porch, or yard). During a recent inspection on [Date of Inspection], it was observed that items are being stored in these areas in violation of [Property Rules/Lease Agreement/Homeowner Association Guidelines].

The following items must be removed or properly stored:

- [List Item 1 - e.g., Cardboard boxes]
- [List Item 2 - e.g., Indoor furniture]
- [List Item 3 - e.g., Trash or debris]

Our policy states that outdoor areas must be kept clean and may only contain approved outdoor items such as [list approved items, e.g., patio furniture and potted plants]. Improper storage creates safety hazards, attracts pests, and affects the overall appearance of the community.

Required Action:

Please remove the items listed above or move them to an authorized indoor storage location by [Deadline Date]. A follow-up inspection will be conducted on [Re-inspection Date] to confirm compliance.

Failure to correct this issue by the date above may result in [fines/removal of items at your expense/further legal action].

If you have any questions or believe this notice was sent in error, please contact the management office at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Company Name]