

Date: [Date]

To: [Tenant Name]

Address: [Unit Number]

RE: NOTICE TO CLEAN - IMPROPER STORAGE ON PATIO/BALCONY

Dear Resident,

This letter is a formal notification regarding the current condition of your [patio/balcony]. During a recent inspection on [Date of Inspection], it was noted that the following items are being stored in this area:

[List items, e.g., bicycles, cardboard boxes, trash, indoor furniture, etc.]

Per your Lease Agreement and the Community Rules and Regulations, patios and balconies must be kept clean and may only be used for outdoor furniture, small plants, and approved decorative items. The storage of miscellaneous household goods, trash, or unapproved items is prohibited as it creates a safety hazard and affects the community's appearance.

Action Required:

Please remove all unauthorized items from your [patio/balcony] no later than [Deadline Date].

A follow-up inspection will be conducted on [Follow-up Date] to ensure compliance. Failure to clear the area by this time may result in further administrative action or fines as outlined in your lease.

If you have already addressed this matter, please disregard this notice. If you have questions, please contact the management office at [Phone Number].

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

Sincerely,

[Your Name/Property Manager Name]

[Property Name]

[Contact Information]