

Date: [Date]

To: [Tenant Name(s)]

Address: [Property Address]

Unit Number: [Unit Number]

RE: NOTICE TO REMOVE PERSONAL PROPERTY FROM SHARED HALLWAY

Dear [Tenant Name],

This is a formal warning regarding the storage of personal items in the shared hallway or common areas of the building. During a recent inspection on [Date of Inspection], the following items were observed outside your unit:

[List items, e.g., shoes, strollers, boxes, bicycles]

According to your lease agreement and local fire safety regulations, all common hallways and stairwells must remain clear of personal belongings at all times. Obstructions in these areas create a safety hazard, impede cleaning services, and violate fire codes which require clear paths for emergency egress.

Required Action:

Please remove all personal items from the hallway and relocate them inside your unit or designated storage area by [Deadline Date/Time].

Failure to comply with this request may result in the following actions:

- Removal and disposal of the items by management at the owner's expense.
- Assessment of a fine or violation fee.
- Further legal action or formal lease violation proceedings.

Thank you for your immediate cooperation in keeping our building safe and accessible for all residents.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]