

NOTICE TO REMOVE UNAUTHORIZED OCCUPANT OR QUIT

Date: [Date]

To Tenant(s): [Names of all Tenants listed on Lease]

Property Address: [Full Address of Rental Unit]

RE: NOTICE OF LEASE VIOLATION

Dear [Tenant Names],

You are hereby notified that you are in violation of your residential lease agreement dated [Lease Start Date] for the premises located at the address listed above.

Violation: It has been determined that an unauthorized person, identified as [Name of Unauthorized Occupant, if known], is residing in the premises without the prior written consent of the Landlord. This is a direct violation of Section [Number] of your lease agreement, which restricts occupancy to only those individuals named in the contract.

Required Action: You are required to perform one of the following within [Number of Days, e.g., 3] days of the date of this notice:

1. The unauthorized occupant must permanently vacate the premises.
2. If you wish for this individual to remain, you must submit a formal application for residency for the Landlord's review and approval. Note that approval is not guaranteed.

Failure to Comply: If the unauthorized occupant does not vacate or you do not resolve this breach within the timeframe specified above, your lease will be terminated, and legal proceedings will be initiated to regain possession of the property and recover any applicable damages and legal fees.

Please contact the undersigned immediately to confirm that the unauthorized occupant has moved out or to discuss the application process.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]

Proof of Service:

I, [Name of Person Serving], certify that I served this notice on [Date] by:

Personal delivery to the Tenant.

Leaving a copy with a person of suitable age at the residence.

Posting a copy on the main entry door and mailing a copy via Certified Mail.