

[Date]

[Tenant Name]

[Apartment Number]

[Property Name]

Subject: Reminder Regarding Balcony and Patio Decor Restrictions

Dear Resident,

We take great pride in maintaining the appearance and safety of [Property Name]. To ensure a uniform look and to comply with local fire safety codes, we would like to remind all residents of the rules regarding balcony and patio decor as outlined in your lease agreement.

Please ensure your outdoor space adheres to the following guidelines:

- **Approved Items:** Only weather-resistant outdoor furniture and healthy potted plants are permitted.
- **Prohibited Items:** Storage bins, indoor furniture, bicycles, laundry lines, and trash are not allowed on balconies or patios.
- **Safety Hazards:** No items should be hung over the railings, including rugs, towels, or string lights not rated for outdoor use.
- **Grilling:** Per fire department regulations, charcoal grills and propane tanks are strictly prohibited on balconies.

We ask that you review your balcony or patio and remove any non-compliant items by [Date]. Management will be conducting exterior inspections on [Inspection Date] to ensure compliance.

Thank you for your cooperation in keeping our community beautiful and safe for everyone.

Sincerely,

[Property Manager Name]

[Management Office Contact Information]