

[Date]

[Tenant Name]

[Unit Number]

[Property Name]

Subject: Reminder of Balcony and Patio Policies

Dear Resident,

We are writing to remind all residents of the policies regarding the use of balconies and patios at [Property Name]. To maintain the appearance of our community and ensure the safety of all residents, please adhere to the following guidelines:

- **Approved Items:** Only outdoor-grade furniture, small potted plants, and outdoor decor are permitted.
- **Prohibited Storage:** Balconies and patios may not be used for general storage. This includes boxes, bicycles, indoor furniture, trash, or laundry drying racks.
- **Safety Hazards:** Grills (gas or charcoal) are strictly prohibited due to local fire codes. Please do not hang items over the railings.
- **Cleanliness:** Please keep these areas clean and free of debris. When watering plants, ensure water does not leak onto the units below.

We kindly ask that you review your outdoor space and remove any non-compliant items by [Deadline Date]. Property management will be conducting routine exterior inspections starting [Inspection Date].

Thank you for your cooperation in keeping our community looking its best. If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]