

Date: [Insert Date]

To: All Tenants of [Property Name/Address]

Subject: Important Hurricane Preparedness Guidelines

Dear Resident,

With hurricane season approaching, we want to ensure the safety of all residents and the protection of your personal property. Please review the following guidelines and preparations:

**1. Balconies and Patios:**

In the event of a tropical storm or hurricane warning, all furniture, plants, and loose items must be moved inside your unit. These items can become dangerous projectiles in high winds.

**2. Emergency Supplies:**

We recommend maintaining a basic emergency kit, including:

- At least a 3-day supply of water (one gallon per person per day).
- Non-perishable food and a manual can opener.
- Flashlights and extra batteries (avoid using candles).
- A first aid kit and necessary medications.
- Portable power banks for mobile devices.

**3. Windows and Doors:**

Ensure all windows and doors are tightly closed and locked. If your unit has storm shutters, instructions for their use will be provided separately. Do not tape windows, as this does not prevent breaking and can create larger, dangerous shards.

**4. Communication:**

Stay tuned to local news and the National Weather Service. In the event of an evacuation order, please follow the directions of local authorities immediately.

**5. Building Services:**

Please be aware that during a major storm, elevator service may be suspended, and management staff may not be on-site. Maintenance will respond to emergencies only when it is safe to travel.

**6. Contact Information:**

Ensure management has your current cell phone number and emergency contact information on file.

Your safety is our priority. Please take the time to prepare now before a storm threatens our area.

Sincerely,

[Management Name]

[Property Management Company]

[Phone Number]