

NOTICE: MANDATORY BICYCLE TAGGING AND CLEARANCE

Date: [Insert Date]

To: All Residents and Tenants

Subject: Identification and Removal of Abandoned Bicycles

Dear Resident,

To maintain the safety, accessibility, and cleanliness of our bicycle storage areas, [Property Management/Building Name] will be conducting a mandatory bicycle cleanup on [Insert Cleanup Date].

Required Action:

We have attached a colored identification tag to every bicycle currently located in the [Insert Location, e.g., basement racks/courtyard]. To prevent your bicycle from being removed, you must:

- Locate your bicycle.
- Remove the tag or follow the instructions written on the tag by [Insert Deadline Date].
- Ensure your bicycle is stored in an orderly fashion within the designated racks.

Important Deadlines:

Any bicycle that still has a tag attached after [Insert Deadline Date] will be considered abandoned. These bicycles will be removed and [Insert Action, e.g., donated to charity/disposed of] on [Insert Removal Date].

If your bicycle is currently not in use but you wish to keep it, it must still be untagged. If you are away during this period, please contact the management office immediately at [Insert Phone Number/Email] to register your bike.

Please note that [Property Management] is not responsible for the cost of replacement locks that must be cut during the removal process.

Thank you for your cooperation in keeping our community organized.

Sincerely,

[Your Name/Title]
[Property Management Company Name]
[Contact Information]