

NOTICE: COMMUNITY BICYCLE STORAGE CLEANUP

Date: [Insert Date]

To: All Residents and Tenants

Subject: Scheduled Cleanup and Removal of Unidentified Bicycles

This letter serves as a formal notice that a cleanup of the community bicycle storage area is scheduled to take place on **[Insert Date of Cleanup]**.

The purpose of this cleanup is to clear out abandoned, damaged, or unauthorized bicycles to ensure there is adequate space for active residents. To ensure your bicycle is not removed, please follow these instructions:

- **Identify Your Bike:** Please attach a tag to your bicycle containing your name and apartment number no later than [Insert Deadline Date].
- **Active Use:** Ensure your bicycle is in working order and properly parked within the designated racks.
- **Removal of Unwanted Bikes:** If you have a bicycle you no longer want, please remove it from the premises or dispose of it prior to the cleanup date.

Important: Any bicycles that are not tagged or appear to be abandoned (e.g., flat tires, heavy rust, missing parts) by the morning of [Insert Date of Cleanup] will be removed from the storage area. Removed items will be [held for X days / donated to charity / disposed of].

Management is not responsible for the cost of locks that must be cut to remove unidentified or abandoned bicycles.

If you have any questions, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in keeping our community organized.

Sincerely,

[Your Name/Property Management Name]
[Building Name/Association Name]