

NOTICE: BICYCLE STORAGE REORGANIZATION

Date: [Insert Date]

To: All Residents and Tenants

Subject: Mandatory Bicycle Storage Audit and Reorganization

Dear Resident,

Property Management will be conducting a reorganization of the bicycle storage area located at [Insert Location] on [Insert Date]. The purpose of this initiative is to remove abandoned equipment, free up space, and improve the safety of the facility.

Action Required:

To ensure your bicycle is not mistaken for abandoned property, please complete the following steps by [Insert Deadline Date]:

- Attach a tag to your bicycle clearly stating your Name and Apartment Number.
- Ensure the bicycle is in operable condition.
- Remove any locks or chains attached to racks that are not securing a bicycle.

Important Note:

Any bicycles that are not tagged or appear to be abandoned after [Insert Time] on [Insert Date] will be removed. Removed items will be held for [Insert Number] days before being donated or disposed of. Property Management is not responsible for the cost of replacement locks that must be cut during this process.

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

Thank you for your cooperation in improving our community amenities.

Sincerely,

Property Management
[Insert Building Name/Company]