

Date: [Insert Date]

To: [Resident Name]

Address: [Unit Number/Street Address]

**RE: NOTICE OF PROPERTY COMPLIANCE - BALCONY AND PATIO UPKEEP**

Dear Resident,

During a recent property inspection conducted on [Date], it was noted that your [Balcony/Patio] is currently not in compliance with the community standards set forth in your lease agreement.

Specifically, the following issues were identified:

- [Insert specific issue, e.g., Unapproved storage of household items]
- [Insert specific issue, e.g., Accumulation of debris or trash]
- [Insert specific issue, e.g., Hanging laundry or rugs over railings]

To maintain the aesthetic appeal and safety of our building, we kindly ask that you clear the prohibited items and clean the area by [Deadline Date].

As a reminder, balconies and patios are intended for outdoor furniture and plants only. They are not to be used as storage areas for bicycles, boxes, or indoor furniture.

Failure to bring the area into compliance by the date listed above may result in further action or fines as outlined in your lease. If you have already corrected these issues, please disregard this notice.

If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our community beautiful.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Building Name]