

NOTICE TO TENANT REGARDING UNAUTHORIZED OCCUPANTS

I. DATE OF NOTICE

Date: [date notice was served]

II. LANDLORD/PROPERTY MANAGER INFORMATION

Landlord/Property Manager: [landlord/property manager full legal name]

Mailing Address: [landlord/property manager mailing address]

Phone Number: [landlord/property manager phone number]

Email Address: [landlord/property manager email address]

III. TENANT INFORMATION

Tenant: [tenant full legal name]

Current Address: [tenant current address]

Phone Number: [tenant phone number]

Email Address: [tenant email address]

IV. PROPERTY INFORMATION

The rental property subject to this notice is located at: Street Address: [property street address]

Unit Number (if applicable): [unit number]

City: [city]

State: [state]

Zip Code: [zip code]

V. LEASE AGREEMENT DETAILS

This notice pertains to the Lease Agreement entered into on [lease agreement date] between the Landlord/Property Manager and the Tenant for the property described above.

VI. UNAUTHORIZED OCCUPANT(S)

It has come to the attention of the Landlord/Property Manager that an unauthorized individual is residing in the above-referenced rental property.

Unauthorized Occupant's Full Name (if known): [unauthorized occupant's full name]

Description of Unauthorized Occupant: [description of unauthorized occupant (age, gender, relationship, etc.)]

The unauthorized occupancy began on or about: [date unauthorized occupancy began]

VII. VIOLATION OF LEASE AGREEMENT

The presence of the above-named individual constitutes a material breach of the Lease Agreement. Specifically, the Lease Agreement prohibits unauthorized occupants and states, in relevant part, at [specific lease clause number or section violated]: [quote relevant lease clause or summarize its prohibition on unauthorized occupants].

The Lease Agreement clearly stipulates that only the undersigned Tenant(s) are authorized to reside in the premises. The presence of any other individual as a resident without the express written consent of the Landlord/Property Manager is a direct violation of the terms and conditions of the Lease Agreement.

VIII. DEMAND FOR REMOVAL OR COMPLIANCE

You are hereby formally notified and demanded to remedy this breach of your Lease Agreement by taking one of the following actions within [number] days from the date of this notice:

1. Immediately remove the unauthorized occupant(s) from the premises, ensuring they no longer reside at the property.
2. Contact the Landlord/Property Manager to formally request approval for the unauthorized occupant(s) to be added to the Lease Agreement, which may involve a tenant screening process and potentially an adjustment to the rent or security deposit. Any such approval is at the sole discretion of the Landlord/Property Manager.

IX. CONSEQUENCES OF NON-COMPLIANCE

Failure to comply with this demand within the specified [number] day period will result in further action by the Landlord/Property Manager, which may include, but is not limited to, the initiation of eviction proceedings, termination of your Lease Agreement, and/or pursuit of any other remedies available under the Lease Agreement and applicable law. You may also be held responsible for any additional charges, damages, or legal fees incurred as a result of this violation.

X. CONTACT INFORMATION

If you have any questions or wish to discuss this matter, please contact the Landlord/Property Manager at the phone number or email address provided above.

Sincerely,

LANDLORD/PROPERTY MANAGER

Signature: _____

Print Name: [landlord/property manager full legal name]

Date: _____

Address: [landlord/property manager mailing address]