Date: [Date]

To: [Tenant Name(s)]
Address: [Property Address/Unit Number]

RE: FIRST NOTICE OF UNAUTHORIZED OCCUPANT VIOLATION

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your lease agreement regarding the occupancy of your rental unit at [Property Address].

Management has observed or received reports that an unauthorized individual, identified as [Name of Person, if known, or "an unidentified adult"], has been residing in your unit for [Number] days. This exceeds the guest policy outlined in Section [Section Number] of your Lease Agreement.

Action Required:

To remedy this violation, you must perform one of the following actions within [Number] days of receiving this notice:

- Ensure the unauthorized individual vacates the premises immediately.
- Submit a formal written request for an additional occupant and have the individual complete our standard screening and application process. (Note: Approval is at the landlord's discretion and may result in an increase in rent or security deposit).

Failure to resolve this matter by [Deadline Date] may result in further legal action, which could include the termination of your tenancy and eviction proceedings.

Please contact the management office at [Phone Number] or [Email Address] immediately to confirm the steps you are taking to rectify this situation.

Sincerely,

[Your Name/Property Manager Name]
[Management Company Name]
[Phone Number]