NOTICE TO REMOVE UNAUTHORIZED OCCUPANT

Date: [Date]

To Tenant(s): [Name of all Tenants listed on Lease]

Property Address: [Full Address of Rental Property]

Dear [Tenant Names],

This letter serves as formal notice that you are in violation of your residential lease agreement dated [Date of Original Lease]. Specifically, you are in breach of the provision regarding "Authorized Occupants" or "Guest Policy."

It has come to the attention of Management that an unauthorized individual, identified as [Name of Unauthorized Occupant, if known, or "an unknown male/female"], is currently residing in the premises without the prior written consent of the Landlord.

DEMAND FOR CURE:

You are hereby given **seven (7) days** from the date of this notice to correct this lease violation by ensuring that the unauthorized occupant permanently vacates the premises. The unauthorized occupant must remove all personal belongings and return any keys or access devices provided to them.

CONSEQUENCES OF NON-COMPLIANCE:

Failure to remove the unauthorized occupant within seven (7) days will result in further legal action. This may include, but is not limited to, the termination of your lease agreement and the filing of an eviction lawsuit (unlawful detainer) against all occupants. You will be responsible for all court costs and legal fees associated with such actions.

Please contact the undersigned immediately to confirm that the unauthorized occupant has moved out or to discuss this matter further.

Sincerely,

[Landlord/Manager Signature]
[Printed Name]
[Phone Number]
[Email Address]

Proof of Service:

I certify that on [Date], I served this notice by: [ ] Hand delivery to Tenant, [ ] Leaving it with a person of suitable age at the residence, or [ ] Posting it in a conspicuous place on the premises.