

Date: [Insert Date]

To: [Tenant/Property Occupant Name]

From: [Landlord/Property Manager Name]

Property Address: [Insert Full Property Address]

Subject: NOTICE TO SECURE PROPERTY FOR HURRICANE SEASON

Dear [Tenant Name],

With the arrival of hurricane season, we are writing to ensure the safety of all residents and the protection of the property. Please take the following steps immediately to prepare for potential storm activity:

- **Clear Outdoor Areas:** Remove all loose items from balconies, porches, patios, and yards. This includes furniture, potted plants, bicycles, toys, and decorations. These items can become dangerous projectiles in high winds.
- **Windows and Doors:** Ensure all windows and doors are fully closed and locked. If the property is equipped with storm shutters, please familiarize yourself with their operation.
- **Emergency Contacts:** Ensure your contact information on file is current. In the event of an evacuation order, please notify us of your temporary location.
- **Report Damage:** If you notice any existing issues that could worsen during a storm (such as loose gutters, overhanging tree limbs, or cracked windows), please report them to management immediately.

In the event of a severe weather warning, please monitor local news and follow all instructions issued by emergency management officials. Your safety is our primary concern.

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

Stay safe,

[Your Signature]

[Your Printed Name]

[Company Name, if applicable]