

Date: [Insert Date]

Property Name: [Insert Property Name]

Unit Number: [Insert Unit Number]

NOTICE TO REMOVE TRASH FROM BALCONY

Dear Resident,

This letter is a formal notice regarding the condition of your balcony. During a recent inspection, it was observed that trash, debris, or unauthorized items are being stored on your balcony area.

According to your Lease Agreement and the Community Rules and Regulations, balconies must be kept clean, sanitary, and free of clutter. The storage of trash bags or household waste on balconies is strictly prohibited as it creates health hazards, attracts pests, and negatively impacts the appearance of the building.

Required Action:

Please remove all trash and non-patio items from your balcony by **[Insert Deadline Date/Time]**.

Failure to comply with this request may result in fines, a professional cleaning charge billed to your account, or further lease enforcement actions.

If you have already cleared the area, please disregard this notice. If you have any questions, you may contact the management office at [Insert Phone Number].

Thank you for your immediate cooperation in keeping our community clean.

Sincerely,

[Your Name/Property Manager Name]
Property Management Team