

Date: [Insert Date]

To: [Names of All Leaseholders]

Address: [Property Address and Unit Number]

RE: INITIAL WARNING - UNAUTHORIZED OCCUPANT

Dear [Tenant Names],

This letter serves as a formal warning regarding a violation of your residential lease agreement. It has come to our attention that an unauthorized individual is currently residing in your unit.

Per the terms of your lease, only those individuals listed on the signed agreement are permitted to occupy the premises. Specifically, any guest staying longer than [Number of Days] consecutive days or [Number of Days] days in a calendar year without written consent from management is considered an unauthorized occupant.

To resolve this issue, you must take one of the following actions within [Number of Days] days:

- Ensure the unauthorized individual vacates the premises immediately.
- Contact the management office to request an application for the individual to be added to the lease (subject to screening and approval).

Failure to remedy this situation or provide documentation that the individual has moved out may result in further legal action, including the initiation of eviction proceedings for lease non-compliance.

If you believe this information is in error, please contact the management office immediately at [Phone Number] or [Email Address] to discuss the matter.

Thank you for your prompt attention to this residency requirement.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]