

NOTICE: PARKING LOT RESURFACING AND MAINTENANCE

Date: [Insert Date]

Dear Residents and Tenants,

Please be advised that we have scheduled maintenance and resurfacing for the parking lot located at [Insert Address/Location]. This work is necessary to improve the safety and appearance of the property.

Scheduled Work Dates:

Start Date: [Insert Start Date and Time]

End Date: [Insert End Date and Time]

Action Required:

All vehicles must be removed from the parking lot by [Insert Time] on [Insert Date]. Any vehicles remaining in the lot after this time will be towed at the owner's expense to allow the contractors to proceed with the work.

Access Restrictions:

During this period, the parking lot will be completely closed to all vehicle and pedestrian traffic. This includes the application of sealcoating, which requires a specific drying time before it can be driven upon.

Alternative Parking:

Temporary parking will be available at [Insert Alternative Parking Location].

We apologize for this temporary inconvenience and appreciate your cooperation in helping us maintain the property.

If you have any questions, please contact [Insert Name/Office] at [Insert Phone Number].

Sincerely,

[Insert Your Name/Property Management Name]