

Date: [Insert Date]

To: All Residents/Tenants of [Insert Property Name/Address]

Subject: Notice of Modification to Short-Term Rental and Subleasing Policy

Dear Residents,

This letter serves as formal notice regarding an update to the policies concerning short-term rentals and subleasing at [Insert Property Name].

Effective [Insert Effective Date], the following modifications have been made to your lease agreement/community guidelines:

- 1. Short-Term Rentals:** [Insert Policy, e.g., All short-term rentals via platforms such as Airbnb or VRBO are strictly prohibited / are limited to X days per year].
- 2. Subleasing Procedures:** [Insert Policy, e.g., Subleasing is only permitted with prior written consent from management and a formal background check of the subtenant].
- 3. Penalties for Non-Compliance:** Failure to adhere to these updated policies may result in [Insert Consequence, e.g., fines, legal action, or lease termination].

These changes are being implemented to [Insert Reason, e.g., ensure the safety of the community / comply with local zoning laws].

Please review your updated tenant handbook or contact the management office at [Insert Phone Number/Email] if you have any questions regarding these changes.

Thank you for your cooperation.

Sincerely,

[Insert Name/Property Management Company]
[Insert Contact Information]