

Date: _____

To: _____

Property: _____

Address: _____

Telephone: _____

RE: Unauthorized Household Occupant

Dear _____:

It has come to our attention that you may be giving accommodation to an unauthorized household occupant. This would be a violation of Section _____ of your Lease.

You are directed to complete the enclosed Declarations of Residence (Domicile) form and return same to the rental office within 7 days of date of this letter. Should you not complete and return the Declaration of Residence (Domicile) form, then the listed individual(s) will be deemed unauthorized household occupants.

Sincerely,

On-Site Manager