

«today»

«head\_of\_household»

«address\_line1»

«address\_line2»

«address\_line3»

«city», «state» «zip»

Dear «head\_of\_household»:

Re: Lease violation

Please contact «mgmt\_company» immediately to report the names of all individuals who live in your unit. We have reason to believe that you have not reported all such individuals to us. If you do not contact us to discuss this matter within 10 days of receiving this notice, your lease permits us to terminate your tenancy.

Your lease and community rulebook require you to get «mgmt\_company» prior written approval before new household members move into your unit. If a person continues to live in your unit without our approval, we will begin eviction proceedings against you. Federal government regulations also require you to give us financial information concerning all household members. The government can prosecute you for fraud if you do not comply with these regulations.

Please call us immediately to discuss this matter.

This is a violation of your lease and may be the basis for an eviction.

Sincerely,

«rental\_agent»