

Date

Tenant Name,
address
Address 2

RE: **TEN DAY NOTICE TO CORRECT**

Dear _____

It has come to my attention that a gentleman has moved into your apartment however he is not on your lease.

This is a violation of your lease, Par. 1, line 3 "Residents: The Following persons, and only those named herein, shall reside in this apartment: and this violation is grounds for termination of your tenancy if not rectified as soon as possible.

This letter is a TEN DAY NOTICE to correct. That means you have ten calendar days from the date of this letter to either (1) present a completed application for the man currently residing in your apartment or (2) provide a verifiable lease as to where he has moved or will be moving to within 30 days of the date of this letter. One these two items (completed) must be presented to me by Wednesday _____, _____. Additionally, if you elect option (1) and the applicant is not approved for housing he will need to move out immediately. If he is approved, your rent will be increased subject to the terms your lease agreement.

Please contact me at _____ if you have questions or would like to discuss this letter. We would be happy to keep you as a tenant under the above-mentioned circumstances.

Sincerely,

Landlord Name