Lease Violation Warning Letter

General-purpose form, not legal advice. Landlord and tenant law varies by state and city — check your state's requirements before relying on this form.

Two versions. Use Version A for a first violation: a written warning with no fee. Use Version B for a later violation when the lease allows a fine. Complete only the version that applies, and complete the delivery record on the day the letter is given. This is not a notice to quit, a notice to vacate or an eviction notice, and it does not end a tenancy. A notice that ends a tenancy has its own wording, notice period and delivery rules set by your state. Do not use this form for that.

PROPERTY AND RESIDENT

DATE OF THIS LETTER (MM/DD/YYYY)

UNIT OR ROOM

RESIDENT NAME OR NAMES

PROPERTY ADDRESS

LANDLORD OR MANAGER

CONTACT PHONE OR EMAIL

WHAT HAPPENED

DATE IT WAS OBSERVED (MM/DD/YYYY)

TIME, IF KNOWN

WHERE IN THE PROPERTY

SEEN OR REPORTED BY

RULE BROKEN, IN THE WORDS OF THE LEASE OR HOUSE RULES

LEASE OR RULES SECTION

WHAT WAS OBSERVED. WRITE ONLY WHAT WAS SEEN OR HEARD, NOT A CONCLUSION ABOUT IT.

- ☐ Photos were taken
- ☐ The resident was spoken to on the day
- ☐ A housemate or neighbor reported it in writing
- ☐ Other records are kept (describe in the notes)

VERSION A — FIRST WRITTEN WARNING

This letter is a written warning. On the date above, what is described above was observed at the property. That is a violation of the rule or lease section named above. No fee is being charged for this violation. Your lease sets out what follows a further violation, and a copy of this letter is being kept with your lease records. If you believe this letter is a mistake, contact us within _____ days and tell us what you saw. We would rather correct the record than keep a wrong one.

WHAT NEEDS TO CHANGE

PLEASE CORRECT IT BY (MM/DD/YYYY)

VIOLATIONS COUNTED OVER (MONTHS, FROM THE LEASE)

LANDLORD OR MANAGER SIGNATURE | **PRINTED NAME** | **DATE (MM/DD/YYYY)**

VERSION B — SECOND WRITTEN WARNING WITH A FINE

This is a further written warning. On the date above, what is described above was observed at the property. That is a violation of the rule or lease section named above, and it is violation number _____ within the _____ months your lease counts over. An earlier written warning was given on the date below. As your lease provides, a fee of $_____ is being charged to your account for this violation. Your lease sets out what follows a further violation. This letter does not end your tenancy. If you believe this letter is a mistake, contact us within _____ days and tell us what you saw.

EARLIER WARNING DATED (MM/DD/YYYY)

LEASE SECTION THAT ALLOWS THE FINE

FINE AMOUNT ($)

FINE DUE BY (MM/DD/YYYY)

HOW TO PAY IT

LANDLORD OR MANAGER SIGNATURE | **PRINTED NAME** | **DATE (MM/DD/YYYY)**

RESIDENT'S RESPONSE (OPTIONAL)

A resident may write their side here or reply separately. Signing below shows the letter was received. It does not mean the resident agrees with it.

RESIDENT SIGNATURE | **PRINTED NAME** | **DATE (MM/DD/YYYY)**

DELIVERY RECORD — COMPLETE ON THE DAY THE LETTER IS GIVEN

- ☐ Hand delivered to the resident
- ☐ Posted on the door of the room or home
- ☐ Sent by mail (keep the receipt)
- ☐ Sent by email or another method the lease allows

DELIVERED ON (MM/DD/YYYY) _____

DELIVERED BY _____

DELIVERED TO _____

NOTES

_____

_____