

Tenant Guidelines for Shared Facilities

Dear Tenants,

Welcome to our community! To ensure a pleasant living experience for everyone, we kindly ask you to adhere to the following guidelines for the shared facilities:

General Conduct

- Respect others' privacy and personal space.
- Maintain a noise level that does not disturb your neighbors.
- Always clean up after yourself in all common areas.

Shared Amenities

- Limit the use of communal spaces to two hours during peak times.
- Report any maintenance issues to management promptly.
- Follow the posted rules for using specific equipment (e.g., gym, laundry).

Waste Management

- Dispose of trash in designated bins only.
- Recycle paper, plastic, and glass as indicated on the recycling bins.
- Keep outdoor areas free of litter.

Safety and Security

- Always lock doors behind you when leaving shared areas.
- Report any suspicious activity to management immediately.
- Do not share access codes or keys with non-residents.

Thank you for your cooperation. Together, we can create a harmonious living environment!

Sincerely,
[Your Property Management Name]