

Noise Management Procedures

Dear [Tenant's Name],

Welcome to your new home at [Property Address]. We are excited to have you as part of our community. To ensure a peaceful living environment for everyone, we would like to share our Noise Management Procedures.

Noise Guidelines:

- Quiet hours are observed from 10 PM to 7 AM on weekdays and 11 PM to 8 AM on weekends.
- Any noise that can be heard outside your apartment should be minimized during quiet hours.
- Consider using rugs or carpets to reduce noise from foot traffic.
- If hosting guests, please inform them of our noise policies and encourage them to keep noise to a minimum.

Reporting Noise Complaints:

If you experience excessive noise from neighbors, please follow these steps:

1. Document specific details about the noise (time, duration, type).
2. Attempt to address the issue directly with your neighbor, if comfortable.
3. If the problem persists, contact the management office at [Management Contact Information].

We appreciate your cooperation in maintaining a harmonious living environment.

Sincerely,
[Your Name]
[Your Position]
[Property Management Company]