

Shared Space Negligence Report

Date: [Insert Date]

To: [Landlord/Property Management Name]

From: [Your Name]

Subject: Report of Shared Space Negligence

Dear [Landlord/Property Management Name],

I hope this message finds you well. I am writing to formally report concerns regarding shared space negligence in our rental property located at [Property Address].

Details of the Incident:

- Date of Observation: [Insert Date]
- Location of Issue: [Specify shared space e.g., kitchen, hallway, etc.]
- Description of the Negligence: [Provide detailed description of the issue, e.g., unclean kitchen, hazardous items in hallways, etc.]

Impact of the Negligence:

[Explain how the negligence affects tenants, e.g., safety concerns, hygiene issues, etc.]

Requested Action:

[State what actions you would like taken, e.g., cleaning of the area, regular inspections, etc.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]