

Tenant Guest Policy Notification

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. As part of your lease agreement, we would like to remind you of our policy regarding long-term guests. This letter outlines the key points of our guest policy for your reference.

Guest Policy Overview

- A guest is defined as any individual who stays in the premises for more than [Insert Number of Days] consecutive days.
- All long-term guests must be registered with management before their stay.
- The maximum duration for long-term guests is [Insert Duration, e.g., 30 days].
- Registration must include the guest's full name, contact information, and duration of stay.

Procedure for Registration

Please submit a written request to management at least [Insert Number of Days] days before the intended arrival of the guest. You may use the form provided below:

Guest Registration Form

Name of Guest: _____

Contact Information: _____

Expected Duration of Stay: _____

Consequences of Non-Compliance

Failure to comply with the guest policy may result in [Insert Consequences, e.g., penalties, lease violation notices].

If you have any questions regarding this policy, please feel free to contact us at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]