

Guest Policy for Shared Spaces

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. As part of our commitment to maintaining a comfortable and safe living environment for all residents, we would like to remind you of our guest policy for shared spaces.

Guest Policy Guidelines

- Guests are allowed in shared spaces for a maximum of [Insert Duration] at a time.
- Please inform other residents at least [Insert Notice Period] in advance when you plan to host guests.
- Guests must be accompanied by the host tenant at all times in shared spaces.
- Any behavior that disrupts the peace or enjoyment of shared spaces is not permitted.

We appreciate your cooperation in ensuring that our communal areas remain welcoming for everyone. If you have any questions or concerns regarding this policy, please do not hesitate to reach out.

Thank you for being a valued member of our community.

Best regards,

[Your Name]

[Your Position]

[Management Company Name]