

MODEL LETTERS

Get Tenant to Remove Unsafe Façade Condition

Here are samples of letters you could send to a tenant who has caused an unsafe façade condition. These letters assume that the tenant has placed flower boxes on the window ledge, but you can adapt the letters to fit your situation. For example, if the tenant has improperly installed an air conditioner without your consent, you would cite the relevant lease clause.

POLITE LETTER

Sept. 2, 2012

John Tenant
999 E. 99 St., Apt. 1Z
New York, NY 10000

Dear John Tenant:

It has come to our attention that you have placed flower boxes on the window ledge of your apartment. This violates paragraph 10 of your lease that bars you from placing items on the building's façade.

You are also causing an unsafe façade condition that could lead the city's Department of Buildings to issue a violation.

I spoke with you on Aug. 20 and asked you to remove the flower boxes from the window ledge. To date, however, you have not removed them.

Please remove the flower boxes immediately. Thank you for your cooperation.

Owner & Owner, Inc.
By: George Q. Owner

GET-TOUGH LETTER

Sept. 9, 2012

John Tenant
999 E. 99 St., Apt. 1Z
New York, NY 10000

Re: Notice to Correct Unsafe Façade Condition

Dear John Tenant:

1. You are in violation of your lease because of your failure to correct an unsafe façade condition, namely, to remove flower boxes from your window ledge. You ignored an oral warning on Aug. 20 as well as a letter dated Sept. 2, 2012.
2. This is a very serious matter. You are in violation of paragraph 10 of your lease, which specifically prohibits you from placing any items on the building's façade.
3. You are also causing an unsafe condition that could result in a violation being placed on the building by the city's Department of Buildings.
4. As a result of your actions in causing the unsafe condition, you may be liable for any damages or injury resulting from the unsafe condition.
5. If you do not remove the flower boxes within five days from the date of this letter, I will turn this matter over to legal counsel for appropriate legal action, including starting an eviction lawsuit against you.

Owner & Owner, Inc.
By: George Q. Owner