

AUTOMOBILE VIOLATION

From: _____

Date: _____

To: _____

Dear _____:

We do regular inspections of the rental property managed by our company. Your rental agreement clearly states that unauthorized, nonoperational, unregistered vehicles, or those not displaying required local or state decals/licenses, are not allowed on the rental premises, even on a temporary basis. This includes: _____.

On our last inspection of the premises, it was noticed that there was a vehicle on your premises with the following description: _____.

This vehicle violates your rental agreement for the following reason(s): _____.

To be in compliance with your rental agreement and remedy this violation, you are hereby notified that one of the following actions must be done within 72 hours or this violation will lead to a notice to terminate the rental agreement.

- A) The vehicle must be removed by _____.
- B) The vehicle must be in fully operational status and display all required local and state decals/licenses.

Please contact us at the following number, _____, within 72 hours to inform us of your actions regarding this matter. We want very much to have your cooperation with this matter. Be advised that without your cooperation, a towing service will be instructed to remove the vehicle. If you do not wish to have the vehicle towed, remedy the violation by one of the methods stated above, or contact us to make alternative satisfactory arrangements. The cost of removal and storage of the vehicle will be the automobile owner's responsibility.

Thank you for your cooperation,

Rental Manager