

**SMS Development, LLC dba
Tropicana Village**

**808 Tropicana Village Dr.
Moscow Mills, MO 63362**

**Phone: (636) 366-9009
Fax: (636) 366-9966**

[DATE()]

[Contact.FirstName()] [Contact.LastName()]
[Address.FullAddress()]

MAINTENANCE NOTICE

Dear Tropicana Village Resident,

It has always been important for us to maintain the appearance of your neighborhood. We truly want Tropicana to be a pleasant, neat and clean environment in which you and your family are proud to live.

Thank you in advance for your attention regarding the below marked items.

- _____ **REPAIR OR REPLACE ROOF** (All damaged shingles, or missing pieces must be replaced as needed)
- _____ **REPAIR SKIRTING** (All damaged skirting, broken skirting, or pieces with holes, must be replaced)
- _____ **REPAIR SIDING** (All damaged siding broken siding or pieces with holes, must be replaced as needed)
- _____ **SKIRT DECK** (Deck must be skirted within thirty (30) days of deck completion)
- _____ **BUILD OR REPAIR DECK** (Decks must be built within six (6) months of lease signing and repaired as needed)
- _____ **STAIN OR PAINT DECK** (Decks must be stained with three (3) months of deck completion or as needed)
- _____ **BUILD OR REPAIR SHED** (Sheds must be built within six (6) months of lease signing)
- _____ **STAIN OR PAINT SHED** (Sheds must be stained within three (3) months of completion and maintained as needed)
- _____ **MINIBLINDS** (Miniblinds are required in all windows and must be replaced as needed)
- _____ **REPLACE PORCH LIGHT COVER** (Porch lights must be installed with covers by each exit)
- _____ **POWER WASH HOME OR SKIRTING** (All homes and skirting must be washed once a year or as needed)
- _____ **CLEAN DECK OR YARD** (There is no storage permitted in yard or on deck. All items need to be stored in shed)

OTHER EXPLANATION:

ALL ITEMS LISTED ABOVE MUST BE COMPLETED NO LATER THAN THIRTY (30) DAYS FROM THE DATE OF THIS NOTICE.

Sincerely,

Office Manager
Tropicana Village

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Tropicana Village**

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[DATE()]

[Contact.FirstName()] [Contact.LastName()]
[Address.Street1()]
[Address.CityStatePostalCode()]

RE: MAINTENANCE

Dear Tropicana Village Resident,

This letter is being sent to you in regard to your home or lot not being in accordance with your lease. As per your lease:

8. Tenant agrees and fully understands that a substantial feature of Tropicana Village is the appearance of the park and facilities thereof, including the demised premises and Tenant's home. With regard thereto, Tenant covenants and agrees to maintain the demised premises and the grounds and facilities of Tropicana Village, including Tenant's home, so as to conform with and abide by all rules and regulations which may be promulgated by Landlord from time to time. Tenant agrees to remove and correct all unsightly or unsafe conditions within five (5) days following request thereof by Landlord. Upon the failure of Tenant to correct or remove any condition requested by Landlord as above provided, Landlord at its option may have said condition removed or corrected and shall be reimbursed the expenses thereof by Tenant and/or terminate this Lease and require Tenant to vacate the demised premises. Landlord may apply Tenant's additional security deposit toward the payment of said expenses.

Item(s) not in compliance:

If you have any questions please call the office.

Sincerely,

Tropicana Village Management