

[Note: This form should be used by pastors, administrators or business managers for minor problems with a tenant. Significant problems or Tenant's repeated failure on minor issues should be brought to the attention of the Archdiocese of Chicago Real Estate Department. The Real Estate Department will work with the Office of Legal Services to address the problem. Use this form as often as necessary in order to keep the lines of communication with Tenant open and on the record. Keep a signed copy in the parish file. Send a signed copy to the Real Estate Department. Of course, delete this Note prior to sending the Notice.]

NOTICE TO TENANT

TO: [Insert here the name & address of the on-site principal or business manager of the Tenant]

CC: Archdiocese of Chicago, Real Estate Department

FROM: [Insert here the name of pastor/administrator]

DATE: [Insert date]

RE: Lease by and between the Catholic Bishop of Chicago ("Landlord") and [Insert Tenant Name] ("Tenant") for [Insert full address of Premises, name of building or other important identifying information regarding the Premises such as "2nd floor"] (the "Premises")

Please be advised of the following: [For the body of this notice, delete bullet points that are not applicable, fill in information where indicated, elaborate as applicable, or insert your own complaints.]

- The _____ [fill in name of room, area] was not left in proper order and condition on _____ [date] [when the Parish had scheduled use of the same].
- The _____ door was left unlocked on _____.
- _____ has been [damaged] [neglected] and is in need of repair.
- Your [students] [invitees] appear to be littering around outside the building.
- You left the windows open on _____ [date].
- You or your employees or invitees were on the Premises outside of the permitted hours on _____ [date].
- Your [students] [invitees] have exhibited inappropriate behavior around the Premises.

We appreciate your prompt attention to correcting this problem. If you think there may be some misunderstanding, feel free to contact me at _____ - _____ - _____.

Cordially,
