

Schlitt Property Management

4007 North Highway A1A
Fort Pierce, Florida 34949

45-Day FOLLOW-UP LETTER

Date: _____

Owner
(address)
Vero Beach, FL 32963

Dear _____,

Approximately 45 days ago you received a letter stating your _____ was in need of maintenance in order to conform to Community Wide Standards.

To date we have not heard from you via the Work Completion Form which we provided. Enclosed is another Work Completion Form. Please complete and sign the form stating when the work was completed or when it is scheduled to be completed and by whom. Return this form within 15 days to Schlitt Management. The formal violation process will commence three weeks from the date of this letter if the work has not been completed or if we do not hear from you.

Thank you for your cooperation.
Sincerely,
Kelly Walsh, C.A.M