

**Appendix E – Template ‘Notice Letter’ to Property Owner**

FORM OF LETTER TO OWNER

[Letterhead of Community Group]

[\_\_\_\_\_, 20\_\_]

VIA [CERTIFIED AND FIRST-CLASS MAIL]

[Insert Name & Address of Property Owner]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Re:     *Failure to Maintain Property in Accordance with the  
          [City / Village / Township / County of ...]'s Blight Ordinance***

Dear [\_\_\_\_\_]:

We have become aware that the property located at [*insert street address of subject property*] (the "Property"), of which you are the legal owner, is in violation of the [*City / Village / Township / County of ...*]'s Blight Ordinance because [*INCLUDE ALL APPLICABLE ITEMS FROM THE FOLLOWING: the lawn is not being maintained, the sidewalks are not being cleared of snow and ice, and trash and debris is located around the exterior of the Property*]. These violations are creating a nuisance for the neighborhood. The [*insert name of Community Group*] cannot allow this to continue any longer, and the remainder of this letter will spell out how it will be curtailed – at your ultimate expense, if necessary.

**You have ten (10) days after the date of this letter to correct the violations described above.** Should you fail to do so, we will consider all other available rights and remedies we have at law, including, without limitation, bringing a private nuisance action against you.

The [*City / Village / Township / County of ...*]'s Blight Ordinance exists for the benefit of all homeowners and not only helps maintain property values throughout the neighborhood, but also protects the safety, welfare and peace of mind of all homeowners. Your actions not only serve to defeat these ends, but further show a lack of respect for the neighborhood and the community. For the benefit of everyone, your prompt compliance with the property maintenance requirements of the Blight Ordinance will be greatly appreciated. You will not receive another request.

If you have any questions about this notice, please call [\_\_\_\_\_] at (\_\_\_\_) \_\_\_\_-\_\_\_\_.

Sincerely,

[Insert Name of Community Group Representative]