

Date:

To: Apartment tenant (John Doe), located at (Broadway) and (Bush) streets, San Francisco CA

From: Property owner or representative such as a property manager

Re: Condition of the apartment unit

Dear Mr. John Doe,

{Information regarding the discovery of the condition of the unit}

As you know, our (Repairs) Team came into your apartment to (replace the stove) on _____ (Date). They reported that they had trouble getting into your unit due to a significant number of boxes and personal items that were blocking the door. It is important to maintain clear and easy access to the doors, windows, and any other exits in case of fire. This is vital to your safety as well as to the safety of any firefighters or other tenants in the building. In addition, the (Repairs) Team expressed concerns over the condition of your home in regards to general health standards such as the level of cleanliness. For example, there was (food debris on the stove). This can (attract pests such as cockroaches, mice, or fruit flies, etc). We are concerned about your welfare and for the welfare of the other tenants in the building.

Mr. Doe, you signed a lease agreement wherein, you agreed to keep your apartment unit (in a clean and safe condition). In my opinion, it sounds like you *might* be in violation of the SF Health and Safety Code (see a separate document entitled *The SF Health and Safety Code*). Further apartment inspections may occur to verify any potential violations. If these inspections reveal that you are in violation of the health and safety code, then you will need to rectify this situation by cleaning your unit and removing excess items from the premises. Otherwise, I may pursue a remedy, which might include involving legal alternatives such as eviction.

I want to make this very clear; I want to work with you. I want to have you continue to rent this unit. However, a change needs to take place regarding the condition of your apartment. You have the right to make the necessary corrections to your apartment in any way you see fit. However, there will be certain expectations or standards you will need to meet based on the SF Health and Safety Code and your lease agreement. We will provide specific requirements upon completion of our assessment.

I would like to offer you a referral in an effort to support you towards the goal of helping you to meet the health and safety codes and to prevent you from being evicted. The Mental Health Association of San Francisco (MHASF) Hoarding Behavior Program is a non-profit organization which provides a host of free services. It is my understanding that they employ Peer Counselors who have faced and overcome similar challenges as yourself. These Peer Counselors have successfully removed excess possessions from their homes and now conduct support groups and offer one-to-one support as well as

other services.

Here is the contact information:

Mental Health Association of San Francisco
Hoarding Behavior Program
870 Market St. Suite 928
San Francisco, CA 94102
Phone: (510) 306-4527
peersupportservices@mentalhealthsf.org

Again, I want to work with you. I want you to keep living in your apartment. But you must make some changes regarding the condition of your apartment.

Please feel free to contact me with any questions. My contact info is made available below my signature.

Signed,