

**PARIGI PROPERTY MANAGEMENT, LTD.**  
445 North Fourteenth Street  
Beaumont, Texas 77702-1806  
Tel. (409) 833-9555 Fax (409) 833-9522

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'INSERT DATE''

Re: Littering of Common Areas / Cigarette Butts

Dear Resident(s):

Smoking is permitted only in specially designated areas outside the buildings of the apartment community. Smoking must be at least 25 feet from the buildings in the apartment community. Even though smoking may be permitted in certain limited outside areas, we reserve the right to direct that you and your occupants, family, guests, and invitees immediately cease smoking in those areas if smoke is entering a dwelling or building or if it is interfering with the rights, comfort, health, safety or convenience of others in or near the apartment community or rental premises.

You as a resident must use customary diligence in maintaining the apartment, keeping it in a sanitary condition and not damaging or littering the common areas (Para. 11). It has come to our attention that cigarette butts are thrown on the ground in front of all the units (see attached picture.) As a tenant, it is your responsibility to clean up after yourself, your occupants, family, guests, and invitees. **Cigarette butts must be disposed of properly and responsibly at ALL times.** Therefore....

**All cigarette butts MUST BE cleaned up immediately! Otherwise, the next business day our maintenance people will clean-up and each unit in that section of the building (upstairs & downstairs) will be charged \$25.00.**

You should always take pride in your apartment and apartment community. Keep it clean, look-out for and respect your neighbors... ***It is your home and your neighbors' too.***

Sincerely,  
**PARIGI PROPERTY MANAGEMENT, LTD.**