

NOTICE OF ENTRY FOR REPAIRS

Date: [Date of Notice]

To: [Tenant Name(s)]

Property Address: [Full Rental Address and Unit Number]

Dear Tenant,

Please be advised that [Management Company Name/Landlord Name] intends to enter your rental unit to perform the following repairs or maintenance:

[Description of repairs to be completed]

Date of Entry: [Date of scheduled repair]

Estimated Time Window: [Start Time] to [End Time]

Entry is being requested for the following reason(s):

- Scheduled maintenance
- Requested repair (Work Order #[Number])
- Annual inspection
- Other: [Specify]

You are not required to be present during this time. Maintenance personnel will use a management key to access the unit if you are not home. Please ensure any pets are secured and that the work area is accessible.

If you have any questions or need to reschedule due to a conflict, please contact the management office immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title/Management Company Name]

[Contact Information]