

## NOTICE OF ENTRY FOR MAINTENANCE AND REPAIRS

Date: [Date of Notice]

To Tenant(s): [Tenant Names]

Property Address: [Full Address and Unit Number]

Dear Tenant,

Please be advised that the Landlord, Management, or authorized contractors will be entering your unit to perform the following scheduled maintenance or repairs:

**Description of Work:**

[Describe work, e.g., HVAC filter change, plumbing repair, smoke detector inspection]

**Scheduled Date:** [Date of Entry]

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

You are not required to be present during this time. We will use our master key to gain access if no one is home. Please ensure that any pets are secured and that the work areas are accessible.

This notice is being provided in accordance with your lease agreement and local laws regarding landlord entry.

If you have any questions or if there is a conflict with the scheduled time, please contact us immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Management Company Name]

[Contact Information]