

NOTICE OF ENTRY FOR PREVENTATIVE MAINTENANCE

Date: [Insert Date]

To the Resident(s) of: [Insert Unit Number/Address]

This letter serves as formal notice that management or authorized contractors will be entering your unit to perform general preventative maintenance.

Scheduled Date: [Insert Date]

Estimated Time Window: [Insert Time, e.g., 9:00 AM to 5:00 PM]

The scope of work includes, but is not limited to:

- Testing smoke and carbon monoxide detectors
- Inspecting plumbing fixtures for leaks
- Replacing HVAC air filters
- General safety inspection

You do not need to be present for this maintenance to occur. If you have pets, please ensure they are secured in a crate or a separate room for the safety of the staff.

If you have any questions or have a specific security alarm code we should be aware of, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in helping us maintain the building.

Sincerely,

[Your Name/Property Management Name]
[Contact Information]