

NOTICE OF ENTRY

Date: [Current Date]

To all Residents of: [Property Name / Building Address]

Dear Resident,

This letter serves as formal notice that [Management Company/Maintenance Team] will be entering your unit to perform routine preventative maintenance on the HVAC (Heating, Ventilation, and Air Conditioning) system.

Scheduled Date: [Date of Service]

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

The scope of work includes:

- Inspection of heating and cooling components
- Replacement of air filters
- Cleaning of condensate drain lines
- Testing of thermostat functionality

Please ensure that the area around your HVAC closet or unit is clear of personal items to allow the technician easy access. If you have pets, please ensure they are secured in a crate or a separate room for the duration of the visit.

You do not need to be present during this maintenance. If you are not home, maintenance staff will use their master key to enter, perform the service, and ensure the door is locked upon departure.

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

Sincerely,

[Your Name/Property Manager Name]

[Property Management Office]

[Phone Number]