

## NOTICE OF ENTRY

Date: [Date of Notice]

To: [Tenant Name(s)]

Address: [Property Address, Unit Number]

Dear Tenant,

This letter serves as formal notice that the Landlord, Property Manager, or authorized contractors will be entering your unit on the date and time listed below:

**Date of Entry:** [Date]

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

The purpose of this entry is to perform standard preventative maintenance, which may include:

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

You are not required to be present during this time. We will ensure the premises are secured upon our departure. If you have pets, please ensure they are safely crated or secured for the duration of the visit.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Management Company Name]

[Contact Information]