

NOTICE OF ENTRY: WINTER WEATHERIZATION MAINTENANCE

Date: [Insert Date]

To All Residents of: [Insert Property Name/Address]

Dear Resident,

Please be advised that management and maintenance staff will be entering your unit to perform seasonal winter weatherization preventative maintenance.

Scheduled Date: [Insert Date]

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

Maintenance tasks may include, but are not limited to:

- Inspecting and testing the heating system.
- Replacing furnace filters.
- Checking windows and doors for drafts or broken seals.
- Inspecting insulation and weather stripping.
- Checking smoke and carbon monoxide detectors.

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 our staff.

Please ensure that the areas around your heater, vents, and windows are clear of personal belongings to allow easy access for our team.

If you have any questions, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in helping us prepare the building for the winter season.

Sincerely,

[Your Name/Property Management Name]
[Property Name]