

Date: [Insert Date]

To: [Tenant Name(s)]

Address: [Property Address and Unit Number]

NOTICE OF ENTRY

Dear [Tenant Name],

This letter serves as formal notice that [Landlord Name/Property Management] or authorized representatives will be entering your rental unit at the address listed above.

Purpose of Entry: Required Insurance Inspection.

Date of Entry: [Insert Date of Inspection]

Estimated Time of Entry: Between [Start Time] and [End Time]

The purpose of this visit is to allow an insurance inspector to conduct a walkthrough of the property to assess the condition of the building and ensure safety compliance for policy renewal. You do not need to be present during this inspection, but you are welcome to be there if you prefer.

Please ensure that any pets are secured and that all rooms are accessible to the inspector.

If you have any questions, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]

[Company Name]