

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Address: [Insert Property Address and Unit Number]

Subject: NOTICE OF INTENT TO ENTER PREMISES

Dear Resident,

This letter serves as formal notice that management or authorized personnel will be entering your unit to conduct a mandatory evaluation and testing of the smoke detectors and carbon monoxide detectors.

Scheduled Date: [Insert Date of Entry]

Estimated Time Window: [Insert Time, e.g., 9:00 AM to 12:00 PM]

This inspection is required to ensure your safety and to comply with local fire codes and building regulations. We will be checking for proper placement, battery life, and overall device functionality.

You do not need to be present during this evaluation. If you have pets, please ensure they are secured in a crate or a separate room for the duration of the visit.

If you have any questions or have a specific concern regarding this schedule, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]