

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Unit Number and Street Address]

NOTICE OF ENTRY

Dear Resident,

This letter serves as formal notice that [Landlord/Management Name] or authorized contractors will be entering your unit to perform the **Biannual HVAC Inspection and Filter Replacement**.

Scheduled Entry Date: [Date of Inspection]

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

The purpose of this visit is to ensure your heating and cooling system is operating efficiently, to clean the unit, and to replace the air filters. This is part of our routine preventative maintenance program.

Please note the following:

- Access to the HVAC closet or furnace area must be clear of personal items.
- Please ensure all pets are secured in a crate or a separate room during the inspection.
- You do not need to be present for this service; management will use a master key to gain entry if you are away.

If you have any questions or if there are specific mechanical issues with your HVAC system you would like to report, please contact the leasing office at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Signature]

[Property Management Company Name]