

NOTICE OF ENTRY

Date: [Insert Date of Notice]

To All Residents of: [Insert Property Address / Unit Number]

Dear Resident,

Please be advised that management and authorized contractors will be entering your unit to perform mandatory HVAC system servicing and inspection.

Scheduled Date: [Insert Date of Entry]

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

The scope of work includes:

- Inspection of heating and cooling units
- Replacement of air filters
- Testing of thermostats and safety controls
- Cleaning of condensate lines

Please ensure that the area surrounding your HVAC closet or unit is clear of furniture, clutter, and personal items to allow the technicians full access. If you have pets, please ensure they are secured in a crate or a separate room for the duration of the visit.

This entry is being conducted in accordance with your lease agreement and local housing regulations. You are not required to be present during this inspection; a member of the building staff will accompany the technician if necessary.

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

Thank you for your cooperation in maintaining the building's systems.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]