

NOTICE OF ENTRY

Date: [Insert Date]

To the Resident(s) of: [Insert Unit Number/Address]

This letter serves as formal notice that management or authorized maintenance personnel will be entering your unit for the following purpose:

Reason for Entry: Preventative HVAC maintenance and filter replacement.

Date of Entry: [Insert Date of Service]

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

During this visit, technicians will inspect the heating and cooling system and install a clean air filter to ensure the unit is operating efficiently. You do not need to be present during this time; however, please ensure that any pets are secured and that there is clear access to the HVAC closet or vents.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]
[Contact Information]