

[Property Management Company Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Date]

RE: NOTICE OF ENTRY FOR HVAC SYSTEM MAINTENANCE

Dear Resident(s),

This letter serves as official notice that [Property Management/Company Name] has scheduled routine maintenance and inspection of the HVAC (Heating, Ventilation, and Air Conditioning) system in your unit.

Date of Service: [Insert Date]

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

As part of our commitment to maintaining a comfortable living environment and ensuring the longevity of equipment, a certified technician will be entering your unit to perform the following:

- Filter replacement
- System diagnostic check
- Cleaning of coils and condensation lines
- Thermostat testing

Please ensure that the area around your HVAC closet or unit is clear of personal belongings to allow the technician sufficient space to work. If you have pets, please ensure they are secured in a separate room or a crate during the scheduled time window.

In accordance with your lease agreement and local housing laws, management or authorized contractors will use a master key to enter the premises if no one is home at the time of service.

If you have any questions or have a specific security alarm code we should be aware of, please contact the management office at [Phone Number] or [Email Address] at least 24 hours prior to the scheduled date.

Thank you for your cooperation.

Sincerely,

[Name/Signature]
[Title]
[Property Management Company Name]