

NOTICE OF ENTRY

Date: [Date of Notice]

To: [Tenant Name(s)]

Address: [Property Address and Unit Number]

Dear Resident,

Please be advised that management or authorized contractors will be entering your unit to perform a mandatory seasonal HVAC (Heating, Ventilation, and Air Conditioning) inspection and filter change.

Scheduled Date: [Date of Inspection]

Estimated Time: Between [Start Time] and [End Time]

The purpose of this visit is to ensure your heating and cooling systems are operating efficiently and to perform preventative maintenance. The inspection is expected to take approximately [Number] minutes.

You are not required to be present during this time. If you have pets, please ensure they are secured in a crate or a separate room for the safety of our staff.

If you have any questions or concerns regarding this scheduled maintenance, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation,

[Property Manager Name]

[Property Management Company]