

NOTICE OF ENTRY

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Address and Unit Number]

Dear Resident,

Please be advised that management or authorized maintenance personnel will be entering your unit on the following date and time:

Date of Entry: [Date of Inspection]

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

The purpose of this entry is to perform a **Standard HVAC Inspection and Filter Replacement**. This routine maintenance is necessary to ensure your heating and cooling system is operating efficiently and to maintain air quality in your home.

You are not required to be present during this time. Maintenance staff will use a management key to enter if you are not home. Please ensure that all pets are secured and that there is clear access to the HVAC closet or furnace area.

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

Thank you for your cooperation.

Sincerely,

[Property Manager Name]

[Property Management Company/Landlord Name]