

NOTICE OF ENTRY

Date: [Date of Notice]

To: [Tenant Name(s)]

Property Address: [Full Address and Unit Number]

Dear Tenant,

Please be advised that management or authorized contractors will be entering your unit for the purpose of routine **HVAC maintenance and filter changes**.

The entry is scheduled for:

Date: [Date of Entry]

Time: [Time Range, e.g., 9:00 AM - 5:00 PM]

In accordance with your lease agreement and local laws, this serves as your 24-hour formal notice. You do not need to be present during this time; however, please ensure that any pets are secured and that the area around the HVAC unit/access panel is clear of obstructions.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]