

Date: [Date of Notice]

To: All Residents of [Property Name]

Subject: Notice of Entry - Property-Wide Utility Meter Auditing and Maintenance

Dear Resident,

Please be advised that management and authorized technicians will be entering all units to perform a mandatory utility meter audit and routine maintenance. This inspection is necessary to ensure the accuracy of utility readings and the proper functioning of equipment.

Scheduled Date(s): [Insert Dates, e.g., Tuesday, Oct 24th - Wednesday, Oct 25th]

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

The inspection will include:

- Visual inspection of water, gas, or electric meters.
- Testing of sub-metering equipment.
- Battery replacement or hardware updates if required.

You do not need to be present during this time. Authorized personnel will use a management key to enter if you are not home. Please ensure that all pets are secured in a crate or a separate room and that access to the meter (typically located in [Location, e.g., utility closet or under sink]) is not obstructed.

We apologize for any inconvenience and appreciate your cooperation in maintaining the property's infrastructure.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Phone Number]