

NOTICE OF ENTRY

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Address and Unit Number]

Dear Resident,

Please be advised that management and/or authorized maintenance personnel intend to enter your unit for the purpose of **Quarterly Utility Meter Inspection and Maintenance**.

Scheduled Entry Date: [Date of Entry]

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

The purpose of this visit is to conduct routine inspections of the water, gas, or electric meters located within your unit to ensure accurate billing and equipment functionality. We will also perform any necessary preventative maintenance at this time.

You are not required to be present during this inspection. If you have pets, please ensure they are secured in a crate or a separate room for the duration of the scheduled window.

If you have any questions or if there is a conflict with the scheduled time, please contact the management office immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]