

NOTICE OF EMERGENCY ENTRY

Date: [Date]

Property Address: [Address]

Unit Number: [Unit Number]

Dear [Tenant Name],

This letter serves as formal notice that management or maintenance personnel will be entering your unit immediately due to an HVAC system failure during extreme weather conditions.

Because current outdoor temperatures pose a significant risk to the property (such as frozen pipes) and/or a safety risk to residents, this is being treated as an emergency repair situation. Under these circumstances, advance notice is waived to prevent further damage or injury.

Reason for Entry: Emergency HVAC Repair / Climate Control Maintenance

Time of Entry: [Time]

Technician/Company: [Name of Person or Company]

We apologize for the intrusion and will complete the necessary repairs as quickly as possible to restore temperature control to your home.

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

Sincerely,

[Your Name/Property Manager]
[Management Company Name]