

## **URGENT: EMERGENCY PROPERTY ACCESS NOTICE**

Date: [Insert Date]

Property Address: [Insert Property Address]

To the Resident/Occupant,

This letter is to formally notify you that an emergency situation involving flooding has been identified at or near your property. To prevent further damage to the building, personal property, and neighboring units, immediate access to your premises is required.

**Reason for Entry:** [E.g., Burst pipe, active leak detection, water extraction, or emergency repairs]

Under the terms of your [Lease Agreement / Local Housing Ordinances], management and authorized maintenance personnel may enter the property without prior notice during active emergencies to protect life and property.

### **Entry Details:**

Date of Entry: [Insert Date]

Estimated Time: [Insert Time]

If you are not present, we will use our emergency key to gain entry. We will ensure the property is secured upon our departure. Please ensure any pets are secured and any security alarms are deactivated if possible.

If you have any questions or need to provide specific information regarding access, please contact us immediately at:

Emergency Contact Name: [Insert Name]

Phone Number: [Insert Phone Number]

Thank you for your immediate cooperation in this urgent matter.

Sincerely,

[Your Name/Company Name]

[Your Title/Position]