

## NOTICE OF IMMEDIATE EMERGENCY ENTRY

**Date:** [Date]

**Time:** [Time]

**Property Address:** [Address]

**Unit Number:** [Unit Number]

Dear Resident,

Please be advised that management and maintenance personnel have entered your unit today without prior notice due to an emergency situation involving a reported **odor of gas**.

Under the terms of your lease agreement and local housing laws, immediate entry is permitted in the event of an emergency to ensure the safety of the residents and the protection of the property.

### **Action Taken:**

- Gas leak inspection conducted
- Utility company (Gas Company) notified and arrived
- Appliance inspected: [Appliance Name]
- Gas shut off to unit/appliance
- No leak found; unit cleared for safety

**Notes:** [Detailed description of work performed or status of the unit]

If you have any questions or if the smell of gas returns, please contact the management office immediately at [Phone Number].

Sincerely,

[Name/Signature]

[Title/Company Name]

[Contact Phone Number]