

# NOTICE OF EMERGENCY MAINTENANCE ENTRY

**Date:** [Date]

**To:** [Tenant Name]

**Address:** [Property Address/Unit Number]

Dear Tenant,

This letter serves as formal notice that management and/or maintenance personnel will be entering your unit on **[Date]** at **[Time]** to address a **severe roof leak**.

Due to the critical nature of this leak and the potential for structural damage or mold growth, this entry is being treated as an emergency repair to protect the property and your belongings.

**Work to be performed:**

- Inspection of ceiling and roofing materials.
- Water extraction and drying of affected areas.
- Temporary or permanent structural repairs.

Please ensure that any furniture or personal items near the leak are moved to prevent water damage. If you have pets, please ensure they are secured in a crate or a room not affected by the leak.

We apologize for the inconvenience and appreciate your cooperation in resolving this urgent matter.

Sincerely,

[Management Name]

[Phone Number]

[Email Address]