

NOTICE OF EMERGENCY ENTRY

Date: [Date]

To the Resident(s) of Unit: [Apartment Number]

This letter is to inform you that management/maintenance entered your unit today, [Date], at approximately [Time], due to an emergency water leak situation.

Reason for Entry:

A water leak was reported or detected originating from or affecting your unit. To prevent further property damage and to ensure the safety of the building, immediate access was required to inspect and/or repair the plumbing.

Action Taken:

- The leak was located and successfully repaired.
- Temporary repairs were made; further work is required.
- Water to your unit has been shut off until repairs are completed.
- Other: [Description of work]

Follow-up Required:

- No further action is needed at this time.
- Maintenance will need to return on [Date] at [Time] for permanent repairs.
- Please contact the leasing office immediately regarding this matter.

We apologize for any inconvenience this emergency entry may have caused. Our priority is the maintenance of a safe living environment for all residents.

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

Signed,

[Name/Signature]

[Title/Property Management Name]