

Date: [Date]

To: [Tenant Name]

Address: [Property Address / Unit Number]

Subject: Notice of Mold Remediation and Preparation Requirements

Dear [Tenant Name],

Please be advised that mold remediation work is scheduled to take place in your unit on **[Start Date]** at **[Start Time]**. The work is expected to be completed by **[Estimated End Date]**.

To ensure the remediation process is effective and to protect your belongings, you are required to complete the following preparations before the technicians arrive:

- **Clear Access:** Please move all furniture, boxes, and personal items at least [Number] feet away from the affected areas in the [List Rooms, e.g., Bathroom/Bedroom].
- **Clear Countertops/Shelves:** Remove all items from countertops, open shelving, or vanities in the work area.
- **Closets:** If the work is near a closet, please remove all clothing and floor items to prevent dust contamination.
- **Electronics:** Cover large electronic items with plastic sheeting or move them out of the affected room.
- **Pet and Child Safety:** For safety reasons, pets and children must be kept out of the work area or removed from the premises during the remediation hours.
- **HVAC:** Please note that the air conditioning/heating system may be turned off during the process to prevent the spread of spores.

The remediation team will use containment barriers and air scrubbers to minimize dust and odors. However, there may be some noise and chemical smells associated with the cleaning agents used.

Failure to prepare the area as requested may result in a delay of the work or additional service fees. We appreciate your cooperation in helping us maintain a healthy living environment.

If you have any questions regarding this process, please contact [Management Name/Contact Person] at [Phone Number/Email].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]