

Date: [Date]

Tenant Name: [Tenant Name]

Property Address: [Property Address]

Unit Number: [Unit Number]

RE: NOTICE OF NON-COMPLIANCE - FAILURE TO PROVIDE EMERGENCY ACCESS

Dear [Tenant Name],

This letter serves as formal notice regarding your failure to provide access to the premises on [Date] at [Time] for emergency maintenance purposes. The emergency required immediate entry due to: [Describe Emergency, e.g., Water Leak, Gas Smell, Electrical Fire Hazard].

Under the terms of your Lease Agreement and local landlord-tenant laws, the landlord or management has the right to enter the property without prior notice in the event of a genuine emergency to protect the property and the safety of all residents.

Your actions in [Reason, e.g., changing locks without permission / refusing entry to emergency personnel] prevented us from addressing a critical issue in a timely manner. This delay has resulted in [Describe consequences, e.g., additional damage to the unit / risk to neighboring units].

Please be advised that you are required to:

- Provide a working copy of all keys to management immediately if locks were changed.
- Ensure all entryways remain accessible for emergency personnel.
- Cease any interference with maintenance staff during emergency repairs.

Failure to comply with these access requirements is a violation of your lease. Continued non-compliance may lead to further legal action, including lease termination or eviction. You may also be held financially responsible for additional property damage caused by the delay in access.

Please contact the office at [Phone Number] immediately to confirm receipt of this notice.

Sincerely,

[Your Name]

[Title/Company Name]

[Phone Number]