

## **FINAL NOTICE: MANDATORY HVAC INSPECTION AND FILTER REPLACEMENT**

Date: [Insert Date]

To: [Tenant Name/Occupant]

Address: [Unit Number/Full Address]

Dear Resident,

This is a **FINAL NOTICE** regarding the mandatory HVAC inspection and air filter replacement for your unit. Our records indicate that we have been unable to gain access to your residence during previous scheduled attempts.

Maintenance personnel are scheduled to enter your unit on:

**Date:** [Insert Date]

**Time Window:** [Insert Time, e.g., 9:00 AM - 5:00 PM]

This inspection is required to ensure the efficiency of the heating and cooling system, maintain indoor air quality, and prevent potential fire hazards or water damage. Per your lease agreement, management reserves the right to enter the premises for necessary maintenance and repairs after providing proper notice.

Please ensure that all pets are secured in a crate or a separate room and that the area around the HVAC closet is clear of personal belongings. You do not need to be present for this service; a member of management will accompany the technician if necessary.

Failure to provide access on the date above may result in additional service fees or further action as outlined in your rental contract.

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Building Name]

[Phone Number]