

Date: [Insert Date]

Property: [Insert Property Name/Address]

Unit Number: [Insert Unit Number]

NOTICE OF MANDATORY HVAC INSPECTION AND FILTER REPLACEMENT

Dear Resident,

Please be advised that management or our authorized contractors will be entering your apartment home to perform a mandatory HVAC (Heating, Ventilation, and Air Conditioning) inspection and air filter replacement.

Scheduled Date: [Insert Date of Inspection]

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

This routine maintenance is required to ensure your system is operating efficiently, to maintain indoor air quality, and to prevent mechanical failure. The process typically takes 15 to 20 minutes.

Requirements for Entry:

- Please ensure all pets are secured in a crate or a separate room.
- Please clear any furniture or items blocking access to the HVAC closet or return air vents.
- You do not need to be present for this service; management will use a master key to enter if you are away.

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Phone Number]