

Date: [Insert Date]

To: All Residents of [Insert Property Name/Address]

Subject: NOTICE OF MANDATORY GAS UTILITY INSPECTION

Dear Resident,

Please be advised that a mandatory inspection of the gas utility lines and appliances in your unit is scheduled for:

Date of Inspection: [Insert Date]

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

This inspection is required by [Local Law/Safety Regulation] to ensure the safety of all residents and the integrity of the building's gas systems. A certified technician will be entering your unit to check for leaks and verify that all gas-operated equipment is functioning correctly.

What you need to do:

- Ensure clear access to all gas appliances (stove, water heater, furnace, etc.).
- Secure any pets in a crate or separate room.
- An adult (18+) does not need to be present if you grant permission for management to enter using a master key.

Failure to provide access may result in a follow-up fee or a temporary suspension of gas service to your unit for safety reasons.

If you have any questions or need to discuss specific access requirements, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in keeping our community safe.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]