

Date: [Insert Date]

Subject: Quarterly HVAC Filter Replacement Schedule

Dear Residents,

To ensure the efficiency of your heating and cooling systems and to maintain optimal indoor air quality, management has scheduled a community-wide HVAC filter replacement.

Maintenance staff will be entering all apartments to replace filters on the following dates:

Schedule: [Insert Dates, e.g., Monday, Oct 5th - Wednesday, Oct 7th]

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

Please take note of the following:

- Entry is required to access the HVAC closet/unit.
- Ensure there is a clear path to your HVAC unit; please remove any furniture or personal items blocking access.
- If you have pets, please ensure they are secured in a crate or a separate room during this time.

You do not need to be home for this service. If you have any questions or have a specific security concern, please contact the leasing office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in keeping our community systems running smoothly.

Sincerely,

Property Management
[Insert Community Name]