

Date: [Date]

To: [Tenant Name(s)]

Unit Address: [Full Unit Number and Street Address]

**RE: NOTICE OF MANDATORY UNIT ACCESS FOR MOLD
INSPECTION/REMEDATION**

Dear [Tenant Name],

This letter serves as formal notice that management and/or authorized contractors require access to your unit on the following date(s) and time(s):

Scheduled Date(s): [Date of Access]

Scheduled Time Window: [Start Time] to [End Time]

Purpose of Access:

In accordance with our health and safety protocols and [State/Local] law, we are conducting a mandatory mold inspection and/or remediation process. This entry is necessary to ensure the structural integrity of the building and to maintain a healthy living environment for all residents.

Your Responsibilities:

- Please ensure all pets are secured in a crate or removed from the premises during the scheduled window.
- Ensure clear access to [specific areas, e.g., bathroom, kitchen, or HVAC closet].
- You do not need to be present for this service; management will use a master key for entry if you are not home.

Failure to provide access may result in a delay of necessary repairs and could be considered a violation of your lease agreement.

If you have any urgent questions regarding this schedule, please contact the management office immediately at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining a safe environment.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]