

NOTICE OF ENTRY

Tenant: _____

Date: ____/____/____

Dear _____,

This letter serves to inform you that your apartment will be entered on ____/____/____ at approximately _____ o'clock. The reason we must enter your apartment is:

- To conduct a safety inspection of the premises as part of our preventative maintenance program.
- To provide maintenance to the property.
- To make an improvement on the property.
- To re-inspect the property for the renewal of your lease.
- To show the property to a potential renter/buyer.
- Other: _____

You do not need to be present at the time of the entry. However, if this time is inconvenient, please call me at _____ to schedule a better time.

Thank you in advance for your cooperation!

Yours truly,
