

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: Notice of Seasonal Maintenance and Property Entry

Dear [Tenant Name],

This letter is to inform you that we will be performing scheduled seasonal upkeep and maintenance on the property. These routine inspections and services are conducted to ensure the property remains in good condition and to prepare for the upcoming [Spring/Summer/Fall/Winter] season.

Scheduled Date and Time:

The maintenance is scheduled to take place on: [Date]

Between the hours of: [Start Time] and [End Time]

Scope of Work:

The maintenance will include, but is not limited to:

- [e.g., HVAC filter replacement and inspection]
- [e.g., Gutter cleaning and roof inspection]
- [e.g., Testing of smoke and carbon monoxide detectors]
- [e.g., Checking for plumbing leaks]
- [e.g., Landscaping and exterior perimeter check]

In accordance with your lease agreement and local laws, this serves as your official notice of entry. You do not need to be present during this time; however, please ensure that any pets are secured and that maintenance staff can access all necessary areas, including [e.g., utility closets, basements, or crawl spaces].

If there are any specific maintenance issues you have noticed recently, please feel free to let us know in advance so we can address them during this visit.

Thank you for your cooperation in keeping the property safe and well-maintained.

Sincerely,

[Your Name/Management Company Name]

[Your Phone Number]

[Your Email Address]