

NOTICE OF INTENT TO ENTER PREMISES

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Rental Unit Address]

Dear Tenant,

This letter serves as formal notice that the landlord or authorized maintenance personnel intend to enter your rental unit on the following date and time:

Date of Entry: [Date]

Estimated Time: Between [Start Time] and [End Time]

The purpose of this entry is to perform the following maintenance or repairs:

- [Description of work, e.g., HVAC filter change]
- [Description of work, e.g., Plumbing inspection]

You are not required to be present during this time. Please ensure that any pets are secured and that the work area is accessible.

If you have any questions or need to reschedule due to an emergency, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]