

NOTICE OF EMERGENCY ENTRY AND REPAIR

Date: [Date]

To: [Tenant Names]

Property Address: [Full Address of Rental Unit]

Dear Tenant,

This letter serves as formal notice that management/maintenance has entered, or will immediately enter, your rental unit due to emergency circumstances caused by the recent severe storm.

Reason for Emergency Entry:

[Describe damage, e.g., Roof leak, shattered windows, flooding, structural instability]

Status of Repairs:

Repairs were completed on [Date/Time].

Temporary repairs have been made; further work is required.

Immediate entry is required to prevent further property damage or ensure safety.

Action Taken/Required:

[List specific actions, e.g., Water extraction, boarding up windows, tarping the roof]

Due to the emergency nature of the storm damage, prior 24-hour notice was not possible in order to protect the property and ensure tenant safety. We will contact you shortly regarding any follow-up repairs or permanent restoration schedules.

If you have any questions, please contact the management office immediately at [Phone Number].

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]