

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Property Manager/Landlord Name]
[Company Name, if applicable]
[Address]
[City, State, Zip Code]

Subject: Authorization for Routine Maintenance Repairs

Dear [Property Manager/Landlord Name],

I am writing to formally authorize the performance of routine maintenance and necessary repairs at the property located at: **[Property Address]**.

Specifically, I am requesting and authorizing the following work to be completed:

- [Description of repair/maintenance item 1]
- [Description of repair/maintenance item 2]
- [Description of repair/maintenance item 3]

I hereby grant permission for [Name of Contractor or Maintenance Person] to access the premises on [Date] between the hours of [Start Time] and [End Time] to complete these tasks.

Regarding access to the unit (Select one):

☐ I will be present to provide entry.

☐ You are authorized to use the master key/entry code to enter in my absence.

Please contact me at [Phone Number] if there are any changes to the schedule or if the cost of repairs exceeds the previously discussed estimate of \$[Amount].

Sincerely,

[Your Signature]

[Your Printed Name]