

NOTICE OF INTENT TO ENTER PREMISES

Date: [Date of Notice]

To: [Tenant Name(s)]

Address: [Property Address]

Dear Tenant,

This letter serves as formal notice that the landlord, manager, or authorized agent intends to enter the premises listed above for the purpose of a **routine inspection**.

The inspection is scheduled for:

Date: [Date of Inspection]

Time: [Time or Window of Time, e.g., 10:00 AM to 12:00 PM]

The purpose of this entry is to inspect the general condition of the unit, ensure all safety equipment is functional, and identify any necessary repairs or maintenance.

You are not required to be present during this inspection. If you have any pets, please ensure they are secured for the safety of the staff entering the unit.

If you have any questions or if there is a significant conflict with the scheduled time, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Landlord/Property Manager]