

OFFICIAL NOTICE OF INTENT TO ENTER PROPERTY

Date: [Date of Notice]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Dear [Tenant Name],

This letter serves as official notice that the landlord, property manager, or authorized agents intend to enter the premises listed above.

Scheduled Date of Entry: [Date]

Estimated Time of Entry: [Start Time] to [End Time]

Purpose of Entry:

- Routine Inspection
- Necessary or Agreed Repairs: [Specify Repairs]
- Maintenance/Service: [Specify Service]
- Showing the property to prospective tenants/buyers
- Other: [Specify]

You are not required to be present during this time; however, you are welcome to be there if you choose. If there are pets on the property, please ensure they are secured for the safety of the individuals entering.

This notice is provided in accordance with your lease agreement and local landlord-tenant laws.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Title: Landlord/Property Manager]