

## 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 formal notice that the Landlord, or an authorized representative, intends to enter the premises listed above.

**Scheduled Date of Entry:** [Date]

**Estimated Time of Entry:** [Time, e.g., 10:00 AM to 2:00 PM]

**Purpose of Entry:**

Routine Inspection

Necessary Repairs: [Description of repairs]

Showing property to prospective tenants/buyers

Other: [Specify reason]

You do not need to be present during this time. If you have pets, please ensure they are secured for the safety of our staff.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Landlord Name]

[Your Signature if sending by mail]