

Notice of Intent to Enter

Date

Tenants' Name

Address

City & State

Dear _____:

YOU ARE HEREBY NOTIFIED that at or about _____ am/pm on _____, 20____, the Owner, Manager, Owner's agent, or Owner's employees intends to enter the premises identified above which you hold and occupy. They will be in you unit approximately _____ hours.

The purpose for the entry is as follows:

You are not required to be on the premises to provide access. Whoever comes to enter will first knock, and after determining that no one is available to answer, will enter using a passkey.

If the lock has been changed without proper notice and you have not given management a duplicate key, a locksmith will be called upon to open the door and rekey the locks. Your account will be charged for these services and you will be provided with a new key.

This is intended to be reasonable notice of at least 24-hours.

This notice was personally served by the Owner/Management at the following time: _____ am/pm and date: _____ 20_____.

Landlord

Address & phone

Cc: Tenant file