

## Illegal Entry Letter

**DO NOT MAIL THIS COPY TO YOUR LANDLORD. USE IT AS A GUIDE TO CREATE YOUR OWN LETTER.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Landlord's Name**

\_\_\_\_\_  
**Landlord's Address**

Dear \_\_\_\_\_

I would like to clarify the requirement of notice before entering my apartment. According to Ohio Revised Code (ORC) section 5321.04(A)(8), "except in the case of emergency or if it is impracticable to do so, you as a landlord, must give me reasonable notice of your intent to enter and enter only at reasonable times. Twenty-four hours is presumed to be reasonable notice in absence of evidence to the contrary." Also, according to ORC 5321.04(B), "If the landlord makes an entry in violation of division (A)(8) of this section, makes a lawful entry in an unreasonable manner, or makes repeated demands for entry otherwise lawful that have the effect of harassing the tenant, the tenant may recover actual damages resulting from the entry or demands, obtain injunctive relief to prevent the recurrence of the conduct, and obtain a judgment for reasonable attorney's fees, or may terminate the rental agreement."

I will be pleased to arrange with you or any of your staff time for entry into my unit. Please feel free to contact me to set up such an appointment. I hope that you will abide by this request and that we can establish a more effective working relationship.

Sincerely,

\_\_\_\_\_  
**Tenant**

\_\_\_\_\_  
**Address and Phone Number**

### **DO NOT COPY THIS PARAGRAPH**

**PLEASE NOTE:** Fair Housing Contact Service (FHCS) seeks to be accurate in providing general housing information to prospective and existing tenants, landlords, home seekers, housing providers, and the general public. It recognizes that errors may occur and that these errors will be corrected when discovered. The information presented here is only intended to provide readers with information and guidance, and is not intended to be legal advice. WE ARE NOT ATTORNEYS. If you need legal advice, please seek the aid of an attorney.