

Notice of Intent to Enter

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

Date

Tenant's Name

Tenant's Address

Dear _____

YOU ARE HEREBY NOTIFIED that at or about **[time]** _____ on **[date]** _____, the owner, manager, owner's agent, or owner's employees intend to enter the premises identified above which you hold and occupy. They will be in your unit approximately **[number]** _____ hours.

The purpose of 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: _____ and date: _____.

Sincerely,

Landlord

Address and Phone Number

Cc: Tenant file

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.