

## NOTICE OF INTENT TO ENTER

Resident: \_\_\_\_\_

Address: \_\_\_\_\_

According to your rental agreement, owner/manager may enter the property you are renting to perform part of the management duties. This is only done after giving a reasonable notice of at least 24 hours in advance.

We are therefore sending this letter to notify you at least 24 hours in advance that the owner/manager intends to enter the premises you are renting at the address noted above for the purpose of:

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Approximate time of entrance: \_\_\_\_\_

Estimated duration of stay: \_\_\_\_\_

If you will be available at the above time, please let the owner/manager know. However, it is not necessary that you be on the premises at the time of entry. Owner/manager, after knocking to determine if anyone is home, will use a passkey to gain entrance.

Change of Lock Notice: If the landlord/owner or designee is unable to enter because the resident has changed or rekeyed locks, landlord will use a locksmith to open the door and locks will be rekeyed. A new key will be given to resident, who will be charged for the service.

You are always welcome to be present at the time of entry. If you have any questions, or if the date or time listed above is inconvenient, please notify us by the following date \_\_\_\_\_ so that we can attempt to schedule an alternative time that would be better for you. You may call us between \_\_\_\_\_ and \_\_\_\_\_ on the following days \_\_\_\_\_. Our phone number is \_\_\_\_\_. Though we will need to enter the dwelling no later than \_\_\_\_\_.

Thanks for your cooperation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Delivered in person by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_