

NOTICE OF INTENT TO ENTER

Date: ____ / ____ / ____

Tenant: _____

Apartment: _____

The purpose of this letter is to let you know that I need to enter your apartment on (date) ____ / ____ / ____ beginning at approximately (time) _____ for roughly ____ hours. I need to enter for the following reason(s):

To repair / replace the following: _____

To get an estimate for the following: _____

To conduct an inspection on the following / for the following reason(s): _____

To show the apartment to a prospective tenant.

To show the apartment to a prospective buyer.

Other: _____

It is totally up to you whether or not you wish to be present. I will try my best to be in and out as quickly as possible. I apologize for any inconvenience this may cause you.

Sincerely,

(landlord)