

[Company Name]

[Company Address]

[Company Phone Number] | [Company Email]

24-HOUR NOTICE OF ENTRY

Date: [Current Date]

To: [Recipient First Name] [Recipient Last Name]

Property: [Property Name]

Address: [Property Address]

Dear [Recipient First Name] [Recipient Last Name],

In accordance with your lease agreement and Ohio law, this notice is to inform you that the landlord or authorized agent will enter your unit for the purpose described below.

DATE OF ENTRY: _____

TIME OF ENTRY: _____ (approximate)

PURPOSE OF ENTRY:

- ☐ Routine inspection
- ☐ Maintenance / Repair: _____
- ☐ Extermination / Pest control
- ☐ Smoke detector / CO detector inspection
- ☐ HVAC filter replacement / maintenance
- ☐ Showing unit to prospective tenant / buyer
- ☐ Other: _____

You do not need to be present during this entry. If you have concerns or need to reschedule, please contact us at [Company Phone Number] or [Company Email] as soon as possible.

Thank you for your cooperation.

Sincerely,

[Company Name]

Victorian Village Apartments Management