

# [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