Notice of Entry

General-purpose form, not legal advice. Landlord and tenant law varies by state and city — check your state's requirements before relying on this form.

Give this notice before entering a resident's home or room for a reason that is not an emergency. Many states set the least notice a landlord must give, often counted in hours, and some also limit entry to reasonable times of day or to certain reasons. Write in the hours your state and your lease require, and use whichever is longer. Emergency entry has its own rules in your state. If you had to enter without notice, use the record at the end of this form to write down what happened.

PROPERTY AND RESIDENT

DATE OF THIS NOTICE (MM/DD/YYYY)

TIME GIVEN

RESIDENT NAME OR NAMES

PROPERTY ADDRESS

UNIT OR ROOM

LANDLORD OR MANAGER

CONTACT PHONE OR EMAIL

NOTICE PERIOD

This notice is given at least _____ hours before the entry below, as your lease and the law where the property is located require.

HOURS OF NOTICE STATE LAW REQUIRES

HOURS OF NOTICE THE LEASE REQUIRES

WHEN WE WILL ENTER

DATE OF ENTRY (MM/DD/YYYY)

BETWEEN (TIME)

AND (TIME)

SECOND CHOICE OF DATE, IF THE FIRST DOES NOT WORK (MM/DD/YYYY)

WHY WE ARE ENTERING

- ☐ Routine inspection
- ☐ A repair or maintenance the resident did not ask for
- ☐ Smoke and carbon monoxide alarm check
- ☐ Showing to a future resident, buyer or lender
- ☐ Contractor or utility work
- ☐ A repair the resident asked for
- ☐ Pest control
- ☐ Air filter or appliance service
- ☐ Appraisal or insurance inspection
- ☐ Other (describe below)

DETAILS

WHO WILL ENTER

NAME OR NAMES

COMPANY, IF A VENDOR

- [ ] The landlord or manager will be there
- [ ] A vendor will enter without the landlord or manager
- [ ] The resident may be there, but does not need to be

GETTING IN

- [ ] OK to enter if nobody is home
- [ ] The resident asks for a call before anyone enters
- [ ] There is a pet in the home (details below)
- [ ] Only the room or area named above will be entered

NOTES FOR WHOEVER IS ENTERING

QUESTIONS OR A DIFFERENT TIME

If this date or time does not work for you, contact us before the date above and we will try to find another time that still meets the notice the law requires.

LANDLORD OR MANAGER SIGNATURE | PRINTED NAME | DATE (MM/DD/YYYY)

DELIVERY RECORD — COMPLETE ON THE DAY THE NOTICE IS GIVEN

- [ ] Hand delivered to the resident
- [ ] Posted on the door of the room or home
- [ ] Sent by mail (keep the receipt)
- [ ] Sent by email, text or another method the lease allows

DELIVERED ON (MM/DD/YYYY) | TIME | DELIVERED BY

AFTER THE ENTRY — FOR THE LANDLORD'S RECORDS

ENTERED ON (MM/DD/YYYY) | TIME IN | TIME OUT

ENTERED BY | WAS THE RESIDENT THERE?

WHAT WAS DONE, AND ANYTHING LEFT FOR THE RESIDENT