

# PROPERTY ENTRY – EXIT NOTICE

## 1. RENTAL PROPERTY INFORMATION ( from Lease )

RENTAL PROPERTY ADDRESS, CITY, STATE, ZIPCODE

ACCESS INFORMATION, INSTRUCTIONS, COMMENTS

NOT  
GATED

GUARD GATED  
COMMUNITY

=  
GATED GATE CODE

## 2. TENANT INFORMATION ( from Lease )

NAME

PHONE

NAME

PHONE

NAME

PHONE

NAME

PHONE

## 3. ENTRY – EXIT INFORMATION

NAME: \_\_\_\_\_  
INSPECTOR or CONTRACTOR

PH# \_\_\_\_\_ EMAIL: \_\_\_\_\_  
INSPECTOR or CONTRACTOR INSPECTOR or CONTRACTOR

START DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ END DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

*If Tenant is NOT at home at the START DATE and TIME, and Landlord's Agent enters the property, Landlord's Agent should leave Tenant a copy of this PROPERTY ENTRY-EXIT NOTICE. Landlord should KEEP a copy of this notice for their records.*

TENANT REFUSED TO ALLOW ENTRY.

<< OR >>

PROPERTY KEY DOES NOT UNLOCK THE DOOR.

<< OR >>

**Landlord's Agent entered the property to:**

INSPECT THE PROPERTY.

<< OR >>

PERFORM MAINTENANCE. ( Briefly list items that were repaired/replaced/serviced )

a) \_\_\_\_\_ .

b) \_\_\_\_\_ .

c) \_\_\_\_\_ .

d) \_\_\_\_\_ .

### MAINTENANCE RESULTS

▶  Maintenance above is completed.

<< OR >>

▶  Maintenance will need to return to complete work

\*  Today, within (1) hour.

<< OR >>

\*  Reschedule for another day.