

MODEL LETTER

Inform Tenant of Emergency Entry

Here's an example of a letter you can leave at a tenant's apartment after resolving an emergency. This letter assumes that the tenant left the apartment with something cooking on the stove. You can adapt it to fit your situation. The letter provides the time of entry and explains the nature of the emergency.

MODEL LETTER

[Insert date]

John Tenant

999 E. 99th St., Apt. 3A

New York, NY 00000

Dear John Tenant:

This letter is to inform you that on [insert date] at approximately [insert time], the managing agent and I had to enter your apartment to remedy an emergency.

You failed to turn off the stove when you left the apartment. Your downstairs neighbors smelled something burning and reported smoke. We had to enter immediately to fix the problem and assess any damage.

Fortunately, we only had to turn off the stove and remove the pot. In the future, please be more careful.

If you have any questions, please call [insert tel. #].

Yours truly,

Jane Owner