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NOTICE OF ENTRY FOR ROUTINE MAINTENANCE AND/OR REPAIRS
(California Civil Code § 1954)

Date of Notice: [Insert Date]

To:

Tenant(s) Name: [Insert Tenant Name(s)]

Rental Property Address: [Insert Full Rental Address, including Unit # if applicable]

Dear Tenant(s),

Pursuant to **California Civil Code § 1954**, and in compliance with all applicable laws and ordinances in the **County of Alameda**, this letter serves as formal notice that the Property Owner and/or their authorized agents, contractors, or maintenance personnel will need to enter the rental unit for the purpose of conducting **routine maintenance and/or necessary repairs**.

1. Purpose of Entry

The purpose of the entry is to perform the following maintenance or repair task(s):

- ☐ [] Plumbing – [Insert Details]
- ☐ [] Electrical – [Insert Details]
- ☐ [] HVAC – [Insert Details]
- ☐ [] Appliance Repair – [Insert Details]
- ☐ [] Pest Inspection/Treatment – [Insert Details]
- ☐ [] General Maintenance – [Insert Details]
- ☐ [] Other: [Insert Description]

(Please describe the work in reasonable detail in the fields above.)

2. Scheduled Date and Time of Entry

Date: [Insert Date]

Time Window: Between [Insert Start Time] and [Insert End Time]

(Entry will occur during normal business hours, typically between 8:00 a.m. and 6:00 p.m., unless otherwise agreed.)

3. Personnel Who Will Enter

- ☐ Property Owner
- ☐ Property Manager
- ☐ Maintenance Staff
- ☐ Licensed Contractor(s): [Insert Company Name, if applicable]
- ☐ Pest Control Technician
- ☐ Other: [Insert]

4. Legal Basis for Entry

This notice is given in accordance with **California Civil Code § 1954**, which allows a Property Owner to enter a dwelling unit for the following reasons, among others:

- To make necessary or agreed-upon repairs, decorations, alterations, or improvements;
- To supply necessary or agreed services;
- To inspect the unit;
- In case of emergency (not applicable in this notice).

This notice is provided with **at least 24 hours' advance written notice**, as required by law, unless you have otherwise agreed to a shorter timeframe.

5. COVID-19 and Health Safety Measures *(if applicable)*

The Property Owner and all agents entering the premises will comply with any applicable public health and safety guidelines in effect at the time of entry, including use of personal protective equipment and sanitation practices.

If you or any occupant of the unit is experiencing COVID-19 symptoms or is under quarantine/isolation, please notify the Property Owner immediately so that arrangements can be adjusted.

6. Tenant Rights and Access

You do **not** need to be present for the maintenance or repair to be performed. If you wish to be present, or have specific concerns, please contact us as soon as possible.

Refusal to allow lawful entry after proper notice may be grounds for further legal action in accordance with California law.

7. Contact Information

If you have any questions or wish to reschedule, please contact:

Name: [Insert Property Owner/Agent Name]

Phone: [Insert Phone Number]

Email: [Insert Email Address]

Office Hours: [Insert Hours, if applicable]

Thank you for your cooperation in maintaining the quality and safety of your home.

Sincerely,

[Insert Property Owner or Property Manager Name]

[Insert Management Company, if applicable]

[Insert Signature]

[Insert Address, Phone, Email]

ACKNOWLEDGMENT BY TENANT (Optional)

☐ I acknowledge receipt of this notice.

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____