

INSERT LANDLORD INFORMATION

Dated: _____

RE: Premises located at;
INSERT BUILDING ADDRESS

UNIT # _____

Dear Tenant,

Please take notice, that pursuant to HMC §27-2008, 28RCNY §25-101, an owner and/or manager are entitled to access rental units, provided that reasonable advance notice is given to the tenant(s).

Therefore, this notice shall serve as a formal request to gain access to the above referenced unit on _____ or _____ between the hours of _____ - _____.

The purpose of this request is for inspecting, repairing and NYC code enforcement purposes. Please inform us which of the two dates you prefer and make arrangements to provide us access.

Furthermore, pursuant to 9NYCRR §2204.2(a)(6), RSC §2524.3(e), NYCAC §26-408(a)(6), a tenants refusal to provide access may be grounds for commencing an eviction proceeding.

We request your cooperation.

You can contact us if you need additional information.

Sincerely,

MUST SIGN HERE

Title