

Request Access to Tenant's Apartment to Complete MCI Project

Use the following letters if you can't reach the tenant at home or by phone. Send the get-tough letter if the tenant doesn't give your contractor access or isn't home when the contractor shows up at the scheduled time after the polite letter has been sent. The get-tough letter assumes your lease has a clause requiring the tenant to provide access for improvements. You can adapt these letters to fit your particular situation.

► POLITE LETTER ASKING TENANT FOR ACCESS

July 1, 2011

Dear John Tenant:

Please be advised that we have hired ABC Contracting Company to install new thermal-pane windows in the building.

I have tried unsuccessfully to contact you to arrange a time to have the windows installed in your apartment. To get this work done as quickly as possible, I have scheduled the contractor's workers to be at your apartment on July 15, 2011 at 9:00 a.m.

Please make certain somebody is present to admit the workers to your apartment.

If this appointment is inconvenient for you, please call me immediately at (212) 123-4567 to reschedule a mutually agreeable time.

Thank you for your cooperation in this matter.

Sincerely,
John Owner

► GET-TOUGH LETTER THREATENING EVICTION

July 17, 2011

Dear John Tenant:

Re: Notice to Provide Access for Window Installation

1. ABC Contracting Company is in the process of installing new thermal-pane windows in the building.
2. On July 15, 2011, at 9:00 a.m., workers from ABC Contracting Company arrived to install the new windows in your apartment, as you were notified they would, but they could not gain access to your apartment.
3. You are in violation of paragraph 11 of your lease, which specifically requires that you give the owner access to make improvements the owner deems necessary.
4. I have rescheduled the contractor's visit to your apartment for July 29, 2011, at 9:00 a.m. Please make arrangements to have ABC Contracting's workers admitted to your apartment. If this date is inconvenient for you, please call me immediately at (212) 123-4567, and we will reschedule the appointment to a more convenient time.
5. If you do not allow access on July 29, and you do not call to reschedule the appointment, I will turn this matter over to legal counsel for appropriate legal action, including starting an eviction lawsuit against you.

Sincerely,
John Owner