

ENTERING UNITS POLICY

The right of the residents' privacy and possession of the unit should always be respected by management employees.

Other than the following two exceptions, the resident must be given a prior notice that management intends to enter his apartment:

1. In cases of emergency, when a prior notice is not possible and/or practical.
2. In cases where a resident has placed a service request.

Notice of Intent to Enter Unit, form M-1 is used to notify a resident that management intends to enter his/her apartment. The notice should be delivered to the resident between 24 and 48 hours prior to the entry.

Every effort should be made to schedule maintenance at a time convenient to the resident and us. The notice should include the approximate time the unit will be entered, i.e., morning (8:00 a.m. - 12:00 p.m.) or afternoon (1:00 p.m. - 5:00 p.m.).

Before entry is made, the workman should knock on the door three (3) times, wait fifteen seconds, knock again, and wait fifteen more seconds. If there is no response, open the door and give a warning shout, "**Maintenance!**" or "**Management!**" should be sounded.

Upon entering the unit, a notification that management is inside should be posted or hung on the front door knob. This will prevent a returning resident from thinking a break-in is in progress while work is being done.

When leaving, notification of entry should be made by leaving written notice on the nearest table to the front door; or, clipped onto the front door.