

Landlord Entry Checklist

From scheduling the visit through the entry itself, documented at each step

Run this list for every planned, non-emergency entry. It pairs with the Notice of Intent to Enter.
Full guide: clearlegaltips.com/notice-to-enter-template/

BEFORE THE NOTICE

- ☐ The entry has a legitimate, specific purpose (named repair, scheduled inspection, showing)
- ☐ The lease's entry clause has been read, especially in a state with no entry statute
- ☐ Your state's notice period and permitted entry hours are confirmed from the table
- ☐ The time window is narrow (a two-hour block, not a whole day) and inside permitted hours

SERVING THE NOTICE

- ☐ The notice names the date, window, purpose, and everyone who will enter
- ☐ The notice period is counted from delivery, with a day added if the count is close
- ☐ Delivery uses a channel the lease permits and the tenant actually reads
- ☐ The delivery record is completed the same day: date, time, method, server

AT THE ENTRY

- ☐ Entry stays within the noticed window and the stated purpose
- ☐ A third-party contractor is accompanied or identified to the tenant in the notice
- ☐ Anything observed that needs follow-up is noted for a separate, properly noticed visit

AFTER (AND FOR EMERGENCIES)

- ☐ The notice and delivery record are filed with the lease
- ☐ After any emergency entry: a same-day written note to the tenant covering what, when, and who
- ☐ Entry frequency is reviewed against purpose; repeated entries need repeated justification

INSTRUCTIONS FOR USE

This checklist is general information, not legal advice. Entry rules are set by state statute and the lease, and both change; the underlying table was verified in July 2026. The pattern of entries matters as much as any single notice: statutes in Arizona and Delaware expressly forbid using access to harass a tenant, and a clean file of specific, properly delivered notices is the landlord's best answer to any dispute. Full guide and sources: clearlegaltips.com/notice-to-enter-template/