

**STUDENT LEGAL SERVICES  
NOTICE TO LANDLORD OF ILLEGAL ENTRY**

**THE FOLLOWING LETTER SHOULD EITHER BE SENT BY CERTIFIED MAIL TO THE PERSON OR PLACE WHERE RENT IS NORMALLY PAID, RETURN RECEIPT REQUESTED OR SHOULD BE HAND DELIVERED BY A DISINTERESTED PERSON WHO REQUESTS THE RECIPIENT TO SIGN AN ACKNOWLEDGEMENT OF RECEIPT.**

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Re: Entry into Our Residence

Dear \_\_\_\_\_:

Although you own the property where we reside, you relinquished your rights of immediate entry when you leased the premises to us. Due to recent unlawful entries into our residence, we would like to clarify the notice required before you or your agents may enter our unit.

Ohio Revised Code Section 5321.04 mandates that you give reasonable notice of your intent to enter. According to Ohio law, reasonable notice is at least 24 hours prior to the entry. Furthermore, you may enter only at reasonable times; typically these times are during normal working hours.

If you or your agents violate this law we are entitled to recover any actual damages resulting from the invasion of privacy, together with the attorney's fees. Moreover, we may obtain injunctive relief prohibiting further unlawful entry.

If you or your staff needs to enter our apartment, we will be glad to arrange a mutually convenient time for this entry. If you have any questions or comments regarding this issue, please do not hesitate to contact us.

Sincerely,

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