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**Guidelines For Accessing A Unit**

Many tenants, who are not paying rent, will complain about items wrong with their unit but then refuse the landlord access to make these repairs. This is the advice given to them by their unscrupulous law firms. To counter this, following procedures should be taken:

Serve a proper ACCESS Notice, 24 hours in advance of entering the unit. The Notice must state the Date, Time and Reason for Entering the unit.

Regardless of the tenant's response, arrive at the unit at the appropriate time. The tenant does not have to be present.

Knock on the door and if the tenant allows you access, then proceed into the unit.

If there is no response, you may use your passkey to gain entrance.

If you do not have a key, you may engage the services of a locksmith to gain entrance to the unit. Do not change the locks, just access the unit.

If the tenant opens the door and refuses entrance, you may call the police. Tell the police that their presence is necessary to “keep the peace”. You should take pictures and video of this incident. (Most smart phones allow you to do this.) Be sure to take the badge numbers and the names of the police that arrive. If the matter proceeds to court, this will put the tenant into an unfavorable position.

Dennis Block, Esq.