

To: [Seller Name / Occupant Name]

From: [Your Name / Real Estate Agency]

Date: [Current Date]

Subject: Home Inspection Access and Lockbox Instructions

Dear [Seller Name],

This letter is to confirm that a professional home inspection has been scheduled for the property located at:

**Property Address:** [Full Property Address]

**Inspection Date:** [Date of Inspection]

**Arrival Time:** [Start Time]

**Estimated Duration:** [Number of Hours] hours

The inspection will be performed by [Inspector Name] from [Inspection Company].

**Access Instructions:**

- **Lockbox Location:** [Specify location, e.g., Front Door, Gas Meter, Side Gate]
- **Lockbox Code:** [Insert Code if applicable]
- **Entry Notes:** [e.g., Please leave the deadbolt unlocked, Beware of dog, Use side entrance]

**Preparation for Inspection:**

To ensure a thorough inspection, please ensure the following:

- All utilities (water, gas, electricity) are turned on.
- Pilot lights for water heaters and furnaces are lit.
- Clear access is provided to the attic, crawlspace, electrical panel, and HVAC system.
- Pets are secured in a crate or removed from the premises.

The inspector will secure the property and return the key to the lockbox upon completion. If you have any questions or need to reschedule, please contact me immediately at [Your Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]