

Date: [Insert Date]

To: [Tenant/Occupant Name]

Property Address: [Insert Full Address]

Subject: Notice of Pre-Inspection Property Clearance and Safety Requirements

Dear [Tenant Name],

Please be advised that a property inspection is scheduled for **[Date]** at approximately **[Time]**. To ensure the safety of the inspector and to allow for a thorough assessment of the premises, we require your cooperation in preparing the property.

Please ensure the following items are addressed prior to the inspection:

- **Clear Access:** Ensure all hallways, doorways, and stairwells are free of clutter and debris.
- **Utility Access:** Provide clear access to the electrical panel, water heater, furnace/HVAC unit, and attic/crawlspace hatches.
- **Pet Safety:** All pets must be secured in a crate or removed from the premises during the inspection.
- **Floor Clearance:** Remove items from the floors that may pose a tripping hazard.
- **Hazardous Materials:** Ensure any flammable or dangerous chemicals are properly stored or disposed of.

Failure to provide clear and safe access to all areas of the property may result in a failed inspection and the need to reschedule at an additional cost.

If you have any questions regarding these requirements, please contact [Name] at [Phone Number/Email] immediately.

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Contact Information]