

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

**Subject: Notice of Biannual HVAC and Plumbing Inspection**

Dear [Tenant Name],

This letter is to inform you that we have scheduled the routine biannual inspection of the HVAC and plumbing systems for your unit. These inspections are performed twice a year to ensure all equipment is operating efficiently and to prevent emergency repairs.

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

**Estimated Time:** [Time Window, e.g., 9:00 AM - 12:00 PM]

During this visit, a licensed technician will:

- Replace HVAC air filters.
- Inspect the furnace/air conditioning unit for proper operation.
- Check thermostats and vents.
- Inspect under-sink plumbing and toilets for leaks.
- Test water pressure and drainage.

You do not need to be present during the inspection, as [Management/Maintenance] will use a master key to gain entry. However, if you have pets, please ensure they are secured in a crate or a separate room for the safety of the technicians.

If you have any specific concerns regarding your heating, cooling, or plumbing that you would like us to address during this visit, please contact our office at [Phone Number] or [Email Address] prior to the inspection date.

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]