

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Conditional Move-In Inspection Acknowledgment

Dear [Tenant Name],

This letter serves as a formal acknowledgment of the move-in inspection conducted on [Date] for the property located at the address listed above.

While the property is generally accepted for occupancy, this acknowledgment is **conditional** based on the completion of the following repairs, cleaning, or maintenance items identified during the walkthrough:

- [Item 1: Description of issue and agreed action]
- [Item 2: Description of issue and agreed action]
- [Item 3: Description of issue and agreed action]

The Landlord/Management agrees to address the aforementioned items by [Completion Deadline Date].

By signing below, the Tenant acknowledges that the Move-In Inspection Report is an accurate representation of the property's condition, with the exception of the pending items listed above. Once these items are resolved, the inspection report shall be considered final.

Please retain a copy of this document for your records.

Landlord/Agent Signature: _____

Print Name: [Landlord/Agent Name]

Date: [Date]

Tenant Signature: _____

Print Name: [Tenant Name]

Date: [Date]