

Date: [Date of Notice]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: Notice of Routine Property Inspection

Dear [Tenant Name],

Please be advised that [Landlord/Property Manager Name] will be conducting a routine inspection of the premises mentioned above on the following date and time:

Date of Inspection: [Day of week, Month Date, Year]

Estimated Time: [Start Time] to [End Time]

The purpose of this inspection is to assess the general condition of the property, ensure all safety equipment (such as smoke alarms) is functioning correctly, and identify any necessary maintenance or repairs.

You are not required to be present during the inspection; however, you are welcome to be there if you wish. If you have any specific maintenance issues you would like to bring to our attention, please leave a written list on the kitchen counter or email us prior to the inspection date.

If you have pets, please ensure they are secured in a crate or removed from the premises during the inspection window to ensure the safety of our staff.

If there is a significant conflict with the scheduled time, please contact us immediately at [Phone Number] or [Email Address] to discuss rescheduling.

Thank you for your cooperation and for keeping the property in good condition.

Sincerely,

[Your Name/Signature]

[Company Name]

[Contact Information]