

Date: [Insert Date]

To: [Tenant Names]

Property Address: [Insert Property Address]

Subject: Notice of Upcoming Routine Property Inspection

Dear [Tenant Names],

This letter is to formally notify you that a routine inspection of the property listed above has been scheduled.

The inspection will take place on:

- **Date:** [Insert Day and Date]
- **Estimated Time:** Between [Start Time] and [End Time]

The purpose of this inspection is to assess the general condition of the property, check for any necessary repairs, and ensure that health and safety standards are being met. The inspection will include all interior rooms and exterior areas of the premises.

You are not required to be present during the inspection; however, you are welcome to be there if you wish. If you do not plan to be home, please ensure that any pets are secured and that the inspector has access to all areas of the property. We will use our management keys to enter if no one is home.

If there are any specific maintenance issues you would like us to look at during the visit, please feel free to leave a written list on the kitchen counter or email us in advance.

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

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]