

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Property Address]

Subject: NOTICE OF SCHEDULED ROUTINE PROPERTY INSPECTION

Dear [Tenant Name],

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

Date: [Insert Day and Date]

Time: [Insert Time Window, e.g., 10:00 AM - 12:00 PM]

The purpose of this inspection is to assess the general condition of the property, identify any necessary repairs, and ensure that all safety systems (such as smoke alarms) are functioning correctly. This is a standard procedure as outlined in your lease agreement.

You are not required to be present during the inspection. If you are not home, we will use our management key to gain entry. However, if you have pets, please ensure they are secured in a crate or removed from the property for the duration of the visit.

If there are any specific maintenance issues or repairs you would like to bring to our attention, please leave a written note on the kitchen counter or email us prior to the inspection date.

If you have any questions or need to reschedule due to an emergency, please contact us at [Insert Phone Number] or [Insert Email Address] as soon as possible.

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Your Title/Role]

[Your Contact Information]