

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Annual Routine Property Inspection

Dear [Tenant Name],

This letter is to notify you that we will be conducting an annual routine inspection of your rental unit located at [Property Address].

The inspection is scheduled for:

Date: [Date of Inspection]

Time: Between [Start Time] and [End Time]

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

You are not required to be present during the inspection. If you are not home, we will use our management key to enter the premises. If you have pets, please ensure they are secured in a crate or removed from the property during the scheduled time.

If you have any specific maintenance concerns you would like us to look at during the visit, please leave a written note on the kitchen counter or contact us prior to the inspection date.

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]