

Biannual Routine Property Inspection Notice

Date: [Date]

To: [Tenant Names]

Property Address: [Property Address]

Dear [Tenant Names],

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

Date: [Inspection Date]

Time: [Time/Window, e.g., 10:00 AM to 12:00 PM]

The purpose of this inspection is to assess the general condition of the property, check for any necessary maintenance or repairs, and ensure that health and safety standards are being met. This is a standard procedure conducted every six months.

You are welcome to be present during the inspection, but your attendance is not required. If you are not home, we will use our management key to gain entry. Please ensure that any pets are secured and that all areas of the property are accessible.

If you have any specific maintenance issues you would like us to look at during the visit, please list them below or contact us prior to the inspection date.

If the scheduled time presents a significant conflict, please contact us at [Phone Number] or [Email Address] by [Deadline Date] to request a reschedule.

Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Phone Number]