

Date: [Insert Date]

To: [Tenant Names]

Property Address: [Full Property Address]

Subject: Notice of Quarterly Routine Property Inspection

Dear [Tenant Names],

This letter serves as formal notice that we will be conducting a routine quarterly inspection of the property listed above. These inspections are performed to ensure the property is being maintained in good condition and to identify any necessary repairs or safety issues.

The inspection is scheduled for the following date and time:

Date: [Insert Day and Date]

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

You do not need to be present for this inspection if you provide us with permission to use our management key. However, you are welcome to be home if you prefer. Please ensure that any pets are secured during this time window.

During the inspection, we will briefly check the overall condition of the unit, including plumbing, smoke detectors, and HVAC filters. If there are any maintenance requests or specific concerns you would like us to look at, please have a list ready or email us in advance.

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

Thank you for your cooperation and for taking care of the property.

Sincerely,

[Your Name/Company Name]

[Title/Property Manager]

[Phone Number]