

Date: [Date of Notice]

To: [Tenant Names]

Property Address: [Full Property Address]

Notice of 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.

Inspection Details:

- **Date:** [Date of Inspection]
- **Time:** Between [Start Time] and [End Time]
- **Conducted by:** [Name of Landlord/Agent]

The purpose of this inspection is to assess the overall condition of the property, ensure all safety equipment (such as smoke alarms) is functional, and identify any necessary repairs or maintenance issues.

You are not required to be present during the inspection. If you do not plan to be 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 premises for the duration of the visit.

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

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

Thank you for your cooperation in helping us maintain the property.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]