

Date: [Date of Notice]

To: [Tenant Names]

Property Address: [Full Property Address]

RE: NOTICE OF ROUTINE PROPERTY INSPECTION

Dear [Tenant Names],

This letter serves as formal notice that a routine property inspection has been scheduled for the premises listed above.

The inspection is scheduled to take place on:

Date: [Day of week, Date]

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 alarms) 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 gain entry. However, if you have any specific maintenance concerns you would like to discuss, you are welcome to be there.

Please ensure that any pets are safely secured during the time frame mentioned above.

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.

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Phone Number]