

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Full Property Address]

NOTICE OF ROUTINE INSPECTION

Dear Tenant(s),

Please be advised that a routine inspection of the above-mentioned property has been scheduled for:

Date: [Insert Inspection Date]

Estimated Time: [Insert Time Range, e.g., 10:00 AM - 2:00 PM]

The purpose of this inspection is to assess the general condition of the property and identify any maintenance or repair requirements. We will be accessing all rooms and may take photographs for our records.

You are not required to be present during the inspection. If you are not home, we will use our management set of keys to gain entry. If you have pets, please ensure they are secured in a safe location for the duration of the visit.

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

Thank you for your cooperation in keeping the property in good condition.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]