

Date: [Date of Notice]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: Notice of Routine Property Inspection

Dear [Tenant Name],

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

The inspection is scheduled for:

- **Date:** [Inspection Date]
- **Time:** [Approximate Time/Window, e.g., between 10:00 AM and 12:00 PM]

The purpose of this inspection is to assess the general condition of the property, identify any necessary maintenance or repairs, and ensure compliance with the lease agreement.

You are not required to be present during the inspection. If you are not home, we will use our management key to enter the premises. If you have pets, please ensure they are securely restrained or removed from the property during the scheduled time.

If you have any specific maintenance issues you would like us to look at while we are there, please leave a written list on the kitchen counter or email us at [Email Address] prior to the inspection date.

Thank you for your cooperation.

Sincerely,

[Landlord or Property Manager Name]

[Company Name, if applicable]

[Phone Number]