

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Full Address]

Subject: Notice of Routine Property Assessment

Dear [Tenant Name],

This letter is to inform you that a routine property assessment has been scheduled for your rental unit. The purpose of this visit is to inspect the general condition of the property and ensure that all maintenance systems are functioning correctly.

The assessment is scheduled to take place on:

Date: [Insert Date of Inspection]

Time: Between [Insert Start Time] and [Insert End Time]

You are not required to be present during this assessment. However, if you are not home, we will use our management key to gain entry. If you have pets, please ensure they are secured in a crate or room that does not require inspection for the safety of our staff.

If there are any specific maintenance issues you would like us to look at while we are there, please leave a note on the kitchen counter or contact us prior to the visit.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]