

[Property Manager Name/Company Name]
[Address]
[City, State, Zip Code]
[Date]

To all Residents of [Property Name/Address],

With the arrival of spring, we are beginning our seasonal property maintenance and inspections. To ensure the property remains safe and well-maintained, please review the following reminders and scheduled tasks:

- **Landscaping:** Crews will be onsite starting [Date] for lawn care, mulching, and planting. Please clear all personal items from common lawn areas.
- **Gutter Cleaning:** Inspection and cleaning of gutters and downspouts will take place during the week of [Date].
- **HVAC Maintenance:** We recommend testing your air conditioning units now. If you notice any issues, please submit a maintenance request immediately.
- **Patios and Balconies:** Please take this time to clean your outdoor spaces. Ensure only approved outdoor furniture is kept on balconies and remove any accumulated winter debris.
- **Window Screens:** If your window screens are damaged or missing, please notify management for repair or replacement.

Scheduled Inspection:

Management will be performing brief exterior and interior inspections on [Date] between [Time] and [Time]. We will be checking smoke detectors, air filters, and looking for any signs of water leaks.

Thank you for your cooperation in keeping our community looking its best. If you have any questions or need to report a specific maintenance issue, please contact the office at [Phone Number] or [Email].

Sincerely,

[Your Name/Signature]
[Property Management Team]