

Date: [Date of Notice]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

NOTICE OF ENTRY FOR ANNUAL INSPECTION

Dear Tenant(s),

This letter serves as formal notice that [Landlord Name/Management Company] will be conducting a mandatory annual inspection of your rental unit.

The inspection is scheduled for:

- **Date:** [Date of Inspection]
- **Estimated Time:** [Start Time] to [End Time]

The purpose of this entry is to inspect the overall condition of the property, check for necessary repairs, and ensure that all safety equipment (such as smoke detectors and carbon monoxide alarms) is functioning correctly.

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 crated or removed from the property during the scheduled timeframe.

If there are any specific maintenance issues you would like us to look at while we are on-site, please let us know in advance.

Thank you for your cooperation in maintaining the property.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Name]

[Phone Number]

[Email Address]