

NOTICE OF ENTRY FOR ROUTINE INSPECTION

Date: [Current Date]

To: [Tenant Names]

Property Address: [Full Address of Rental Unit]

Dear Resident,

Please be advised that management or authorized agents will be entering your premises for a routine property inspection on the following date and time:

Date: [Date of Inspection]

Time Window: [Start Time] to [End Time]

The purpose of this inspection is to assess the condition of the property, check for any necessary repairs, and ensure that all safety equipment (such as smoke detectors) is functioning correctly.

You are not required to be present during this inspection. 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 removed from the premises for the duration of the visit.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Management Name]

[Phone Number]

[Email Address]