

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Notice of General Maintenance and Property Condition Assessment

Dear [Tenant Name],

Please be advised that we will be conducting a scheduled assessment of your rental unit on **[Date of Assessment]** between the hours of **[Start Time]** and **[End Time]**.

The purpose of this visit is to evaluate the general maintenance and overall condition of the property. This routine assessment helps us ensure that all systems are functioning correctly and that the property remains in good repair. During the assessment, we will be checking:

- Plumbing and electrical fixtures
- Heating and cooling systems
- Safety equipment (smoke and carbon monoxide detectors)
- Structural integrity (walls, flooring, and windows)
- General cleanliness and upkeep

You are not required to be present during the assessment; however, you are welcome to be there if you prefer. Please ensure that any pets are secured and that access to all rooms and utility areas is clear.

If there are any specific maintenance issues you would like to bring to our attention, please have them ready to discuss or leave a written note in a visible location.

Thank you for your cooperation in helping us maintain the quality of your home.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]