

DATE: [Insert Date]

TO: [Tenant Name(s)]

ADDRESS: [Rental Unit Address]

NOTICE OF ENTRY: MANDATORY INSURANCE INSPECTION

Dear Tenant,

This letter serves as a formal notice that [Landlord/Property Manager Name] and/or representatives from our insurance provider will be entering your unit to conduct a mandatory insurance inspection.

The inspection is scheduled for:

- **Date:** [Insert Date]
- **Time Window:** [Insert Time, e.g., 10:00 AM - 2:00 PM]

The purpose of this inspection is to assess the property's condition and safety features (such as smoke detectors, plumbing, and electrical systems) as required by our insurance policy. This is a routine walkthrough and is not a move-out inspection.

You are not required to be present during this time; however, please ensure that any pets are secured and that all rooms and utility areas are accessible. If there is a security alarm, please ensure it is deactivated or provide a temporary code.

If you have any questions, please contact us at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Landlord/Manager Signature]

[Printed Name]

[Company Name]