

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: NOTICE OF PROPERTY INSPECTION FOR INSURANCE PURPOSES

Dear [Tenant Name],

This letter serves as formal notice that an inspection of your rental unit is scheduled for [Date of Inspection]. This inspection is required by our insurance provider to ensure the property meets all safety and maintenance standards for policy renewal.

The inspection will take place during the following window: [Start Time] to [End Time].

The inspector will be checking items such as:

- Smoke and carbon monoxide detectors
- General condition of the structure
- Plumbing and electrical fixtures
- Potential safety hazards

You do not need to be present during the inspection. A representative from [Property Management Company Name] will accompany the insurance inspector. If you have pets, please ensure they are secured in a crate or removed from the premises during the scheduled time.

If you have any questions or if there is a major conflict with this schedule, please contact our office immediately at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Property Management Company Name]

[Phone Number]