

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip Code]

RE: Notice of Property Inspection - Smoke and Carbon Monoxide Alarm Verification

Dear [Tenant Name],

Please be advised that an inspection of your rental unit is scheduled for [Date of Inspection] at approximately [Time].

The purpose of this visit is to perform a mandatory safety verification of the smoke alarms and carbon monoxide detectors within the premises. We will be testing the devices to ensure they are functioning correctly and replacing batteries or units if necessary.

This inspection is required to comply with local safety regulations and to ensure the continued safety of all residents. The process should take approximately [Number] minutes.

You do not need to be present during the inspection. If you are not home, authorized personnel will use a management key to enter the unit, perform the check, and secure the property upon departure.

If you have any pets, please ensure they are secured in a crate or a separate room for the duration of the scheduled time.

Thank you for your cooperation in keeping your home safe.

Sincerely,

[Your Signature/Name]

[Title/Property Manager]