

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

RE: NOTICE OF ENTRY FOR PROPERTY CONDITION INSPECTION

Dear [Tenant Name],

This letter serves as formal notice that management will be entering your rental unit on the following date and time:

Date: [Date of Inspection]

Estimated Time: [Start Time] to [End Time]

The primary purpose of this entry is to inspect the property condition. This routine inspection is conducted to ensure that the premises are being maintained in a safe and sanitary manner, to identify any necessary repairs, and to verify compliance with the lease agreement.

You are not required to be present during this inspection. If you have pets, please ensure they are secured in a crate or removed from the premises for the duration of the visit.

If you have any specific maintenance concerns you would like us to look at during this walkthrough, please leave a written list on the kitchen counter.

Thank you for your cooperation.

Sincerely,

[Your Name/Management Name]

[Phone Number]

[Email Address]