

Date: [Insert Date]

To: All Residents/Tenants of [Property Name/Address]

From: [Management Name/Property Owner]

Notice of Routine Plumbing Inspection

Dear Resident,

Please be advised that we have scheduled a routine plumbing inspection for your unit/building. This inspection is part of our preventative maintenance program to ensure all systems are functioning correctly and to prevent future leaks or water damage.

Scheduled Date: [Insert Day and Date]

Estimated Time Window: [Insert Time, e.g., 9:00 AM to 12:00 PM]

During this time, maintenance personnel or licensed plumbers will enter your unit to check:

- Faucets and sinks for leaks
- Toilet seals and flush mechanisms
- Showerheads and drainage
- Exposed piping under cabinets

You do not need to be present during the inspection. If you are not home, a staff member will accompany the plumber to grant access and secure your unit upon completion. Please ensure that all areas under sinks are clear of clutter and that pets are secured in a separate room or crate.

If you have noticed any specific plumbing issues recently (such as a slow drain or a dripping tap), please list them below or contact the office in advance.

Thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Signature]

[Title/Company Name]

[Phone Number]