

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Subject: Notice of Seasonal Roof Inspection and Exterior Grounds Maintenance

Dear [Tenant Name],

This letter is to inform you that we have scheduled seasonal maintenance for the property on **[Date of Inspection]** between the hours of **[Start Time]** and **[End Time]**.

The scope of work includes the following:

- Roof and gutter inspection to check for debris and seasonal damage.
- Inspection of chimney flashings and skylights.
- General exterior grounds maintenance, including tree trimming and drainage checks.
- Clearing of common walkways and perimeter areas.

Maintenance personnel will be using ladders to access the roof and may be working in the yard areas. You do not need to be present during this time as all work will be performed on the exterior of the building. However, we kindly ask that you:

- Ensure all pets are kept indoors during the scheduled timeframe.
- Clear any personal items from the immediate perimeter of the house.
- Close windows to prevent dust or debris from entering the home.

We apologize for any temporary noise or inconvenience this may cause. These inspections are necessary to ensure the continued safety and integrity of the property.

If you have any questions or need to report a specific exterior issue prior to this visit, please contact [Management Name/Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Company]

[Contact Information]