

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]

RE: Notice of Right to Initial Inspection

Dear [Tenant Name],

As you have provided notice to vacate the premises located at [Property Address] on [Move-Out Date], we are writing to inform you of your right to request an initial "pre-move-out" inspection of your rental unit.

The purpose of this inspection is to identify any issues that may result in deductions from your security deposit. By identifying these items early, you will have the opportunity to remedy them before you move out to avoid charges.

Inspection Details:

- The inspection must take place no earlier than two weeks before the termination of the tenancy.
- You have the right to be present during the inspection.
- Following the inspection, you will receive an itemized statement specifying required repairs or cleaning.

Please indicate your preference by checking one of the boxes below and returning this form to the management office by [Date]:

I request a preliminary inspection. I would like the inspection to take place on [Date] at [Time].

I decline a preliminary inspection.

If we do not hear from you by the date listed above, it will be assumed that you have waived your right to a preliminary inspection.

Sincerely,

[Landlord/Manager Name]
[Company Name]
[Phone Number]

Tenant Acknowledgment:

Signature: _____ Date: _____