

Template 1: Standard Inspection Notice

[Landlord's Name/Property Management Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

Date: [Insert Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Subject: Notice of Inspection

Dear [Tenant's Name],

This letter serves as formal notice that an inspection of your rental unit located at [Tenant's Address] will be conducted on [Date of Inspection], between [Start Time] and [End Time]. The purpose of this inspection is to [specify purpose, e.g., routine maintenance, safety checks, lease compliance].

Please note that you do not need to be present during the inspection, but you are welcome to be. If the proposed time is not convenient, please contact us by [Deadline for Response, typically 48 hours before the scheduled inspection], so we can make alternative arrangements.

This inspection is being conducted in accordance with [cite specific lease clause or local/state regulation if applicable]. We aim to ensure that all units are maintained in a condition that is safe, clean, and in compliance with all relevant laws and regulations.

Thank you for your cooperation and understanding. Should you have any questions or concerns, please do not hesitate to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Position]
[Landlord's Name/Property Management Company Name]