

# Tenant Property Inspection Access Request

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Landlord/Property Manager Name: [Landlord/Property Manager Name]

Property Management Company: [Company Name]

Company Address: [Company Address]

City, State, Zip: [City, State, Zip]

## **Subject: Request for Property Inspection Access**

Dear [Landlord/Property Manager Name],

I am writing to formally request access to the property located at [Property Address] for the purpose of conducting a routine inspection. As per our lease agreement, I understand that periodic inspections may be necessary to ensure the upkeep and safety of the premises.

I would like to request access on [Proposed Date] at [Proposed Time]. Please confirm if this date and time are convenient for you or suggest an alternative if necessary.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]