

Rental Property Inspection Procedures

Date: [Insert Date]

Dear [Tenant's Name],

This letter serves to inform you of the upcoming inspection of the rental property located at [Property Address]. As per the lease agreement, routine inspections are conducted to ensure the safety and maintenance of the property.

Inspection Details:

- **Date of Inspection:** [Insert Date]
- **Time of Inspection:** [Insert Time]
- **Duration:** Approximately [Insert Duration] minutes

During the inspection, we will be checking:

- General condition of the property
- Maintenance issues
- Smoke and carbon monoxide detectors
- Safety compliance

If you are unable to be present during the inspection, please let us know in advance. Your cooperation is greatly appreciated in ensuring the property remains well-maintained.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]