

# Pre-Inspection Checklist Notification

Dear [Landlord's Name],

We are writing to remind you of the upcoming property inspection scheduled for [Date] at [Time]. To ensure a smooth process, please review the following checklist before the inspection:

## Pre-Inspection Checklist

- Ensure all utilities are turned on (electricity, water, gas).
- Check that all doors and windows can open and close properly.
- Verify that smoke and carbon monoxide detectors are functional.
- Run all appliances to confirm they are in working order.
- Remove any excessive clutter from common areas and rooms.
- Make sure the property is clean and free of any safety hazards.
- Check for leaks or water damage in bathrooms and kitchens.
- Inspect the exterior for maintenance needs (roof, gutters, landscaping).

Please ensure that any necessary repairs are completed before the inspection date. If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]