

Tenant Maintenance Inspection Checklist

Dear [Tenant's Name],

As part of our regular maintenance schedule, we will be conducting an inspection of your unit on [Date] at [Time]. Please review the checklist below and ensure that you have addressed any concerns prior to our visit.

Maintenance Inspection Checklist

- Heating and Cooling Systems
 - Filters replaced/cleaned
 - Thermostat functioning
- Plumbing
 - No leaks under sinks
 - Toilets flushing properly
- Electrical
 - All outlets functioning
 - Smoke detectors operational
- Walls and Ceilings
 - No cracks or damages
 - Freshly painted (if needed)
- Flooring
 - No stains or damages
 - Carpets vacuumed
- Appliances
 - All appliances in working order
 - Clean and maintained

We appreciate your cooperation and look forward to ensuring your home is well-maintained. If you have any questions, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]