Dear CLIENT,

Thank you for having INSPECTOR FIRM inspect the property at COMMERCIAL PROPERTY ADDRESS.

On the day of the walk-through survey scheduled for DATE OF WALK-THROUGH SURVEY, I will be doing some research, including the review of documents and the performing of interviews, to augment the information obtained during the walk-through survey, and to provide supporting documentation to the inspection report.

In preparation of the walk-through survey portion of the inspection, please have the seller provide me copies of as many of the following documents as can be reasonably procured:

* accessibility surveys;
* appraisals;
* building plans;
* Certificates of Occupancy;
* citations;
* deck age records, plans and construction permits;
* deck and balcony maintenance, power-washing, painting, treating, repair and modification history;
* emergency evacuation plans;
* environmental studies;
* evacuation drill records;
* fire-detection test and maintenance records;
* fire-door inspection reports;
* fire-prevention plans;
* fire-extinguisher service records;
* fire records;
* flame-resistant certificates;
* floodplain maps;
* floor plans;
* kitchen grease-cleaning records;
* kitchen post-fire inspections;
* maintenance records;
* manufacturers' installation instructions;
* notices;
* permits;
* power-washing records;
* previous inspection reports;
* proposals;
* rent records;
* repair estimates and/or invoices;
* safety inspection records;
* seller disclosures;
* sprinkler-head replacement records;
* utility bills; and
* warranties.

I would also like to interview the person(s) with the most knowledge about the condition of the building. Please arrange to have such person(s) on hand on the day of the walk-through survey.

Thank you.

INSPECTOR SIGNATURE

INSPECTOR NAME