Date

Tenant’s Name

Address

City, State ZIP

Re: Notice of Property Inspection

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [building occupants]:

A commercial property inspection has been scheduled for this property on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date of inspection]. We estimate the duration of the inspection will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [inspection start and end times].

During this time, we kindly ask for:

* the building’s occupants to not interfere with the inspection;
* all obstructions to interior and exterior access points of major systems and components (i.e., electrical panel, crawlspace, etc.) be removed; and
* confidential or private materials be stored out of sight to ensure they will not appear in any inspection photos.

Enclosed is a copy of the Pre-Inspection Questionnaire for the person(s) with the most knowledge of the property to complete. We will collect this document at the time of the inspection.

If you’ve also been contacted to participate in an interview about the property, please be available during the time of the inspection. If you have any scheduling conflicts, you may contact me directly.

Thank you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Inspector’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Inspector’s Printed Name