Date

Lessor / Building Owner / Tenant

Address

City, State ZIP

Re: Periodic Inspection

Dear \_\_\_\_\_\_\_\_\_ [Lessor / Building Owner / Tenant]:

Thank you for having \_\_\_\_\_\_\_\_\_\_ [Inspection Firm] inspect the property at \_\_\_\_\_\_\_\_\_\_\_ [Property Address].

We understand that a triple-net lease can give rise to unique property maintenance responsibilities. We know firsthand that there is a high cost associated with the repair or replacement of building systems and components if proper preventative maintenance isn’t performed in a timely manner. The key to reducing such expenses is to understand the condition of the property as a whole during the entire term of your rental agreement.

Through periodic visual inspections, we will help you stay up-to-date on the condition of the property and alert you of any foreseeable maintenance, repairs, or replacements so you can plan and budget for them. As we are a third-party inspection firm, you can rest assured knowing that you’re getting impartial information on which to base your decisions.

Contact me to get started on arranging your periodic inspections, or keep my information on hand for when that time comes.

Sincerely,

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

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