

22 December 2004

[click here to insert name field]  
[click here to insert address field]

Dear [click here to insert name field]

## **ROUTINE INSPECTION**

[click here to insert property field]

As managing agents for the above property we are required to carry out regular inspections and submit a report to the lessor.

With this in mind we would like to carry out an inspection on [click here to insert date between time & time field] and enclose an **entry notice** to confirm the inspection details.

Also enclosed with this letter is a **tenant routine inspection report**, which we will require you to complete and sign. Please highlight any concerns you have with the property on this form, including your most up to date contact details and leave a copy on your kitchen bench top if you will not be present for the inspection.

As we have many inspections scheduled for this day, please appreciate that it is difficult for our office to set exact times or re-arrange inspection times. For extreme circumstances however, please contact our office to discuss the matter.

You are welcome to attend the inspection, however if you will not be home at the time of the inspection, we will use our office keys to access the property and leave a business card & tenant summary report confirming that we have completed the inspection.

Please contact our office prior to the inspection, should you have specific instructions for our routine inspection officer.

We thank you in advance for your cooperation.

Yours faithfully,  
[click here to insert company name field]

[click here to insert asset manager name field]

Asset Manager

**Optional email-return address for correspondence:**

### **SPECIAL NOTE:**

If you have a dog at the property, please ensure that the dog is restrained or removed from the property during the inspection times, to provide a safe environment for our staff.