

24-Hour Inspection Notification

DO NOT MAIL THIS COPY TO YOUR TENANT. USE IT AS A GUIDE TO CREATE YOUR OWN LETTER.

Date

Tenant's Name

Tenant's Address

Dear _____

Management personnel will be inspecting your apartment on **[date]** _____.

The purpose of this inspection is to determine the condition of the building/property and any work needed to keep your apartment in good condition.

We apologize for any inconvenience and thank you for your cooperation.

Sincerely,

Landlord

Address and Phone Number

Cc: Tenant file

DO NOT COPY THIS PARAGRAPH

PLEASE NOTE: Fair Housing Contact Service (FHCS) seeks to be accurate in providing general housing information to prospective and existing tenants, landlords, home seekers, housing providers, and the general public. It recognizes that errors may occur and that these errors will be corrected when discovered. The information presented here is only intended to provide readers with information and guidance, and is not intended to be legal advice. **WE ARE NOT ATTORNEYS.** If you need legal advice, please seek the aid of an attorney.