Landlords Name  
 Address  
 Phone

Email

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Re Inspection**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is to inform that there will be a property inspection between 8am and 7 pm on **\_\_\_\_\_\_\_\_\_\_\_**

If you cannot be there please advise me of any problems you have with your unit.

Please also ensure the fire alarms are operating. This is the tenant’s responsibility.

Enclosed brochure outlines the rights and responsibilities of tenants and landlords.

Please contact me if you have any questions.

Yours sincerely,

Compliance notes:

1. This letter was delivered by: post, email, placed in letter box
2. The Residential Tenancies Act 1986 requires me to give you 48 hours notice to enter the unit
3. Tenants do not have to be present, but it is preferable.