

[Print on Letterhead]

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<<Tenant's name >>
<<Tenant's address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Tenant's Name>>

Your tenancy dated <<date>> of <<address>>
Property Inspection

[Further to our conversation on <<date>> I/the landlord/<<other party>> will be conducting an inspection of the Property on <<date>> at <<time>>. This is in accordance with clause number <<clause number>> of your tenancy agreement.

writing to advise you that I/the landlord/<<other party>> will be conducting an inspection of the Property on <<date>> at <<time>> at <<address>> in accordance with clause number <<clause number>> of your tenancy agreement.

The inspection will last around <<duration>> minutes. I/the landlord/<<other party>> will review the condition of the Property and its contents by reference to the inventory completed before the tenancy. You will have the opportunity to bring any repair or maintenance issues to our attention.

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EITHER [You will need to be present at the Property inspection] **OR** [You are encouraged to be present at the Property inspection but this is not essential].

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Please let me know immediately if <<date>> is not convenient. Please also sign and return this letter to confirm safe receipt.

Please let me know immediately if <<date>> is not convenient. Please also sign and return this letter to confirm safe receipt.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's receipt of this letter on <<date>> at <<time>> and time of the Property inspection.

.....

I confirm the tenant's receipt of this letter on <<date>> at <<time>> and time of the Property inspection.

Signed _____

[For and on behalf of the] Tenant

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