

[Print on Letterhead]

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

<<Date>>

Dear <<Tenant's Name>>

Your lease dated <<date>> of <<date>>
Inspection of Premises

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

writing to advise you that I/the landlord/<<other party>> will be conducting an inspection of the Premises on <<date>> at <<time>> at <<address>> of your lease.

The inspection will last around <<duration>> and I/the landlord/<<other party>> will review the condition of the Premises in accordance with the schedule of condition. You will have the opportunity to bring any matters to our attention.

inspection I/the landlord/<<other party>> will review the condition of the Premises in accordance with the schedule of condition. You will have the opportunity to bring any matters to our attention.

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

Either you will need to be present at the inspection or you are encouraged to be present at the inspection but this is not essential.

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

Please let me know immediately if <<date>> and <<time>> are 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 and the date and time of the inspection of the Premises.

.....
I confirm the tenant's receipt of this letter and the date and time of the inspection of the Premises.

Signed _____

[For and on behalf of the] Tenant

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