

PROFESSIONAL PROPERTY MANAGEMENT  
5105K BACKLICK ROAD  
ANNANDALE, VA 22003

<<date>>

<<tfnm1>> <<tlnm1>> <<tfnm2>> <<tlnm2>>  
<<tfnm3>> <<tlnm3>> <<tfnm4>> <<tlnm4>>  
<<tfnm5>> <<tlnm5>>  
<<paddr1>> <<paddr2>>  
<<pcity>>, <<pstate>> <<pzip>>

RE: Property Inspection (<<pnum>>)

Dear Tenants:

Please be advised that as part of our normal management duties, we periodically inspect properties for such items as smoke detectors, furnace filters, condition of the roof, exterior paint, and overall condition of the property.

I will inspect your home <<manent1>> between <<manent2>> and <<manent3>>. If you cannot be present at this time, I will use our emergency key to enter.

To facilitate the visit, would you please follow these instructions:

- If you have changed any locks on your home, and you have not provided our office with a duplicate key(s), please do so immediately.
- If you have an alarm system on the home, and you elect not to be home during the inspection, please do not activate the system on the day of the visit;
- If you have a pet, and you elect not to be home, please confine the pet and leave a note on the front door informing me of the pet's whereabouts;
- If you have any items of concern that you want to bring to my attention, please write a note and leave it on the kitchen counter.

**IF YOU HAVE MORE THAN TWO LOCKS ON YOUR FRONT DOOR AND YOU WANT ME TO LEAVE ONE OF THEM UNLOCKED, PLEASE LEAVE A NOTE ON THE INSIDE OF THE DOOR.**

Thank you for your cooperation and understanding.

Sincerely,

Property Manager