

PROFESSIONAL PROPERTY MANAGEMENT
5105K BACKLICK ROAD
ANNANDALE, VA 22003

<<date>>

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RE: Winter Yard Inspection (<<pnum>>)

Dear Tenants:

I will be conducting my Winter exterior inspections during the week of January 9th, 2012. This is an exterior inspection only. I will not be entering the property, but will need access to the back yard if applicable.

I will be checking the following areas:

- 1.) Front and back yard (lawn & leaves). By now all leaves should be picked up.
- 2.) Gutters should be leaf and debris free.
- 3.) Bushes should be trimmed.
- 4.) Remove any ivy on house.

If you have a yard contract with PPM and the items above are not complete, please give me a call @ 703-642-3010 ext. or email @ppmnva.com

Thank you for your cooperation.

Sincerely,

Property Manager