

«today»

«head_of_household»

«address_line1»

«address_line2»

«address_line3»

«city» «state» «zip»

Dear «head_of_household»:

As part of the move out process we conduct a pre-inspection to determine what work needs to be done when the apartment is vacated. This inspection has nothing to do with the processing of the security deposit and it is not necessary for anyone to be home for this inspection to be completed.

Please be advised that this inspection will be done tomorrow. If there is any problem or question, please contact our office immediately to make other arrangements.

Thank you,

«mgmt_company» Maintenance