«LetterDate»

«ToName»

«MailAddress»

«dtScheduledDate»

RE: Annual Inspection of your unit & Maintenance repairs as needed

Dear «ToName»:

This letter serves as proper notice that Housing Authority personnel will be entering your unit to complete your ANNUAL INSPECTION ON THE DATE ABOVE. MAINTENANCE REPAIRS MAY BEGIN ON THE DAY OF THE INSPECTION AND CONTINUE THROUGH FRIDAY OF THIS SAME WEEK BETWEEN 8:00 AM - 5:00 PM.

Please take time before the inspection to ensure that all necessary repairs are made and that all smoke detectors are in place and working.

Please make arrangements to be present, or have a responsible adult present to let the Housing Authority staff into your unit. If you cannot be present for the inspection or for the follow-up repairs which will occur through Friday, Housing Authority personnel will be entering your unit to inspect and make repairs if necessary.

Thank you for your assistance, we look forward to meeting with you. Please contact this office if you have any questions.

Sincerely,   
  
Property Management

*If you have a disability which precludes you from complying with this letter, please call (831) 454-5977, Monday through Thursday between 8:00 and 4:30 PM. The office is closed on Fridays.*

*Si desea una traducción en español, por favor llame al (831) 454-5977, entre 8:00 y 4:30 PM de lunes a jueves. Los viernes la oficina se encuentra cerrada*