

SAMPLE INSPECTION LETTER

[Date]

[Landlord and/or Managing Agent Name]

[Landlord and/or Managing Agent Address]

Dear [Landlord and/or Managing Agent]

A Housing Quality Standard inspection was completed recently on the apartment located at [Address] where [Applicant Name] would like to reside. This inspection was conducted to determine if the unit meets the minimum standards established by the U.S. Department of Housing & Urban Development. These standards have been established to ensure that tenants who receive assistance are living in housing that is decent, and sanitary.

The inspection indicates that the unit [does/does not] meet these standards. I have enclosed a copy of the inspection for your records [and I have highlighted items that require correction. I will perform an inspection in thirty-days to ensure that necessary repairs have been completed].

If repairs have not been completed by (30 days from the initial occupancy agreement) then payment will be suspended until repairs are made.

If you should have any questions, please do not hesitate to contact me at ###-###-####.

Sincerely,

[signed name and date]

[printed name, title]

Sample Letter To Tenant About Inspection

M Walker



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