

MANAGEMENT

THIS IS A SAMPLE LETTER YOU MAY USE TO NOTIFY YOUR TENANTS ABOUT THE UPCOMING ANNUAL FIRE INSPECTION.

**REMINDER:
YOU SHALL NOTIFY ALL TENANTS IN WRITING AT LEAST
ONE WEEK PRIOR TO THE SCHEDULED ANNUAL FIRE
INSPECTION.**

Dear Tenant,

During the week of (date) the Moreno Valley Fire Department will be conducting their annual routine fire safety inspection at (address) .

The Fire Department will enter an apartment *only* if the tenant is present and gives *verbal* permission to the inspector to enter at time of the inspection. The Fire Department will test the smoke detector, ensure the windows in bedrooms are not blocked, check the electrical in the apartment to make sure it is safe, and also check for other possible fire safety issues.

Thank you for assisting us with making our inspection a successful one.

Signed,

Management