

# Exterior Inspection Notice (Drive By)

*Copies of all notices will be kept in tenant files*

Date: \_\_\_\_\_

Tenant: \_\_\_\_\_

Property: \_\_\_\_\_

Today, we dropped by for an impromptu exterior inspection. We have found the following:

\_\_\_\_\_ The property looks great! Keep up the good work!

Notes: \_\_\_\_\_

\_\_\_\_\_ The following maintenance issues need to be addressed by the tenant:

- |  |  |
|--|--|
| _____ Mow grass                                  | _____ Weedeat grass                            |
| _____ Remove weeds from mulched areas            | _____ Remove debris                            |
| _____ Trim shrubs                                | _____ Remove animal feces from yard            |
| _____ Trash must be kept in plastic trash cans   | _____ Remove vines from the fence or structure |
| _____ Remove items blocking pathways or accesses | _____ Remove inoperable/unlicensed vehicles    |

Notes \_\_\_\_\_

**If you are unable to complete this maintenance in 48 hours, the maintenance will be done and billed to you. We appreciate your prompt attention to these maintenance issues.**

**Other exterior maintenance issues** \_\_\_\_\_

\_\_\_\_\_  
*Signature of person doing inspection – print name as well if signature is not legible*

*Tenant copy: Highlight issues THEY need to address  
Company copy: Highlight ALL issues that need to be addressed.*