

Maintenance Inspection Letter

May 7th, 2014

MERZ Maintenance Sub-committee

2E Pickering Street

Brompton 5007

Dear

The maintenance subcommittee is writing to inform you of your scheduled annual maintenance inspection. The annual maintenance inspection is an integral part of managing the co-operative properties and any maintenance issues related to each property.

We would like to inform you that maintenance inspection for Street has been scheduled for

11:00 am 24th May, 2014.

We ask that you have the property available for inspection between 10:30 and 11:30 in anticipation for any delays that may occur.

If you are unable to be present we ask that you organise a key to be available to the subcommittee in advance.

The maintenance subcommittee members that are undertaking the inspection are acting as your landlords and ask for your cooperation in making the inspection as efficient as possible. We expect the inspection should take approximately 20 minutes.

If you have any particular requests/concerns regarding your property, please email me directly to ensure it is brought to the subcommittee to manage effectively.

Thank you in advance for your co-operation.

Regards,

Kristel Britcher

Maintenance Coordinator

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