**Attachment 3a: Email Reminder for Second Inspection Date**

Subject Line: REMINDER – Your Upcoming Physical Inspection of [*insert property name and property ID and Inspection ID*]

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Name of Property Owner

Property Name

Property Address

City, State

Inspection #, Property ID

Dear [*name of property owner*]:

This is a reminder that your inspection for the above reference property is scheduled for [*enter date*]. Inspector *[Name]* will be there at *[time].*

 Please ensure that the residents have been notified. The property representative should be prepared to provide access to the sample units and all other areas of the property. The escort should also have available all applicable certifications; current rent-roll; occupancy rate; copy of the resident notification; total square footage of any parking lots, driveways, roads, walkways, steps; and if available, site-map or plot plan showing property layout and building locations.

Please keep in mind that in accordance with HUD’s policy, this is your second inspection opportunity. If the property representative declines, cancels, or refuses entry to the property, the inspection will be reported as unsuccessful and HUD REAC will release the inspection with a zero score. The zero score will be considered the inspection of record.

If you have received approval from HUD for a postponement or cancelation, please let me know as soon as possible to prevent the zero score from being issued.

We look forward to the inspection.