

# Leave-Behind Letter

A complaint may arise from someone other than a past client. A seller of a property that you inspected might call up and issue a complaint. Some inspectors use a leave-behind letter that is addressed to the seller or occupant of the property they inspected. This letter is designed as a preemptive strike at addressing problems that might arise immediately after the inspector leaves the property.

Dear Home Seller:

Thank you for allowing me [and the potential buyer] to inspect your home. We realize that we are guests in your home, and we conducted ourselves with the utmost respect for your property. Although I had to open and close windows and doors, and test systems and appliances, etc., I made every attempt to leave your property in the same condition that I found it. However, please take a moment to check the following to make sure that I have reset them for you properly:

door locks	thermostat/s	range settings/oven & cook top
window locks	GFCIs	faucets
lights	attic access	drapes/shutters
alarm codes	gates	other: _____

Additional comments: \_\_\_\_\_

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Once again, thank you very much for allowing us into your home. If you have any questions or observations, you may reach me directly by calling 123-456-7890, or by emailing me [joe@joeinspections.com](mailto:joe@joeinspections.com).

Also, if you are moving locally and are in need of an inspector, please don't hesitate to contact me. You can find a comprehensive list of my services at [www.joeinspections.com](http://www.joeinspections.com).

Sincerely,

Joe Smith, Owner  
Joe's Inspections