



Annual Evaluation Tenant Notification Letter

Dear Resident,

As part of our ongoing commitment to maintaining safe, well-kept homes and providing accurate reporting to property owners, we will be performing your Annual Property Evaluation soon. A separate, follow-up notice will be provided with the specific date and time window for your Annual Property Evaluation. This is a general notification about the upcoming evaluation. The subsequent notice containing the specific date and time window will serve as the scheduled appointment for this property, and it is not an optional appointment request. You are welcome, but not required, to be present during the evaluation.

If you are unable to be present, please make sure we have access to the property and that the preparation items below have been completed. If you request a different inspection time for your convenience, or if access is not available due to changed locks, unsecured pets, an unaccompanied minor, denied access, or another tenant-caused condition, a re-inspection or convenience rescheduling charge may be passed on to you as allowed by your rental agreement and applicable law.

Maintenance Issues, Work Orders, and Concerns

Please let us know about any current issues, work orders, safety concerns, or other items you would like reviewed. The preferred method is to submit maintenance requests or concerns through your tenant portal before the inspection. You may also report concerns to us in advance or at the time of the inspection.

Inspection Preparation Requirements

Before the scheduled inspection, please make sure the following items are handled:

- **Adults and minors:** Per company policy, no minor may be the only person present during the inspection. If anyone under 18 is present, an adult must also be present.
- **Pets:** All pets must be secured in cages/crates or removed from the premises during the inspection.
- **Smoke detectors and safety devices:** Please make sure smoke detectors and other required safety devices are accessible, working, and not disabled.
- **Cleanliness and access:** We appreciate you tidying up before we arrive so we can complete the evaluation efficiently.
- **Sensitive or private materials:** Please remove or secure sensitive, confidential, personal, or private items before the inspection.
- **Keys and locks:** If any locks have been changed, please notify us immediately and provide a working key before the inspection. Failure to provide access may result in an additional charge.

Photography and Video Notice

During this evaluation, our team will take condition-focused photos and/or videos of the property's fixed features such as walls, floors, ceilings, windows, appliances, and any maintenance or safety items. These images help us:

- Identify necessary repairs or safety concerns
- Document property condition over time
- Provide accurate reporting to the property owner

Your Privacy Matters

To respect your privacy, we do our best to adhere to the following documentation guidelines:

- We avoid photographing personal belongings as much as possible.
- We do not intentionally capture personal documents, photos, screens, or identifying items.
- Images are stored securely and used only for maintenance and owner reporting.
- You may request reasonable accommodations, such as covering sensitive items, before the scheduled evaluation.

Legal Notice

Oregon law permits a landlord or landlord's agent to enter a tenant's dwelling unit or other premises under the tenant's exclusive control to inspect the premises. ORS 90.322 also provides that, in non-emergency cases unless otherwise agreed for a specific entry, the landlord must give at least 24 hours' actual notice of the intent to enter and may enter only at reasonable times. A tenant may not unreasonably withhold consent from the landlord to enter.

Statutory reference: ORS 90.322, Landlord or agent access to premises; remedies. Official Oregon Revised Statutes: https://www.oregonlegislature.gov/bills_laws/ors/ors090.html

If you have any concerns, need to report a maintenance item, or need to request an accommodation, please contact us at [Phone/Email] before the scheduled evaluation.

Thank you for your cooperation as we work to maintain the quality and safety of your home.
Sincerely,

Centurion Real Estate Management, LLC

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