

**Re: 123 Anyplace Dr., Austin, Tx 78750**

Dear Elaine, Bob, Jim,

This is confirmation that Capital City Inspections is scheduled to conduct a home inspection **starting at 9:00 am on Thursday, Jan 18th** on the property listed at the above subject address. I have received the CBS for use with my SupraKey for access to the property.

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The following tasks will ensure a more complete and thorough inspection for the buyers, thereby creating fewer items of note in the home inspection report and making the inspection process go more smoothly for all concerned:

1. Confirm that gas, electric, and water service to the home are on ( we sure don't want to have to reschedule a costly return visit).
2. Confirm that gas and water shutoff valves for individual appliances and components have been turned on (furnace, cooktops/ovens, wall and floor heaters, sinks, toilets, etc.).
3. Replace any burned out light bulbs.
4. Make sure all access openings for the attic, water heater, furnace, electric panels, etc are clear and accessible.
5. Make sure all locks are removed or unlocked from gates, doors, electric panels, etc., or that keys are available at the time of the inspection.
6. Ensure pets won't hinder the inspection.
7. Test all smoke & carbon monoxide detectors. Replace any batteries if needed.
8. Clean or replace any dirty HVAC filters.
9. Ensure the dishwasher is empty of all dishes so that it can be run through a partial cycle without soiling clean dishes.

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Please feel free to call us if you have any questions or if we can be of help in any other way.

Mike Boyett  
Capital City Inspections  
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[www.capcityinspections.com](http://www.capcityinspections.com)