

Date

Subject: **Pre-Existing Condition Assessments for the
Public Project Name**

Dear Property Owner/ Authorized Representative:

We are contacting you with regards to the HRSD **insert - Public Project Name here** project that will be constructed near your property. **Insert - name of Assessing Firm here, an independent, third-party consulting firm,** has been engaged by HRSD's **select one- contractor/consultant, insert contractor/consultant's name here** to document conditions of buildings and improvements adjacent to the project before construction begins. These condition assessments, which are being offered for specific buildings along the construction corridor, will be performed at no cost to you.

While the construction operations are not expected to have any impact on your building, a Pre-Existing Condition Assessment is a precautionary measure to protect all parties involved. The full assessment will include video / photographs of the interior and exterior of your building along with written documentation of the various building materials and any deficiencies that are visible during the survey. This documentation of conditions before the start of construction will form a basis of discussion and resolution for any concerns that may arise during this project.

It is normal for occupants to notice some vibrations during construction, and these should not be a cause for alarm. To ensure buildings are protected from vibration impacts, seismic monitoring equipment may be placed at structures near and throughout the work site and will be used to measure ground vibration during this project.

We request your permission to perform the assessment, and ask that you call the **insert-Assessing Firm's name here scheduling department at insert - local or toll free number 1-XXX-XXX-XXXX** to schedule an appointment or if you have questions about this service. We suggest that you plan to accompany our representative to ensure you receive the best possible assessment in the time available, and encourage you to bring specific items of concern to the assessor's attention.

As these assessments need to be completed prior to construction beginning, we ask that you respond to this letter by scheduling, as soon as possible. We look forward to hearing from you.

Respectfully Submitted,

HRSD | Real Estate Manager

**Use Updated Letterhead*