# **[Insert on agency letterhead]**

# **Items in [ ] require your completion.**

# Dear [insert name of person]

# **[Insert address of property that is to be inspected]**

# Thank you for your interest in inspecting the above property on [insert date].

# For the health and safety of our team and the broader community, could you please confirm, prior to the inspection date, if you:

* are subject to a quarantine direction (for example, have you arrived in Queensland and have been required to self-quarantine for 14 days in compliance with a public health direction); or
* have developed COVID-19; or
* have been in close contact with a confirmed COVID-19 case in the past 14 days; or
* have symptoms of COVID-19 including fever, sore throat, cough, fatigue or difficulty breathing.

In the event that you are answer ‘yes’ to any of the above, we reserve the right to reschedule the inspection to a later date and/or to make alternative arrangements for you. It is important that you answer truthfully to help protect agents spread of COVD-19.

Please ensure that you provide a response to the above prior to the inspection date.

If you have any questions or concerns, please do not hesitate to contact me by [insert contact details].

We appreciate your co-operation and helping us to keep the community safe and healthy.

Your faithfully

[Insert name of author]