

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

FINAL MOVE-OUT PROCEDURES AND INSTRUCTIONS

Dear Tenant,

As your move-out date of [**Move-Out Date**] approaches, please follow these instructions to ensure a smooth transition and the timely processing of your security deposit.

1. VACATING THE PREMISES

The property must be completely vacant by [**Time, e.g., 12:00 PM**] on the date listed above. All personal belongings and trash must be removed from the interior, garage, and yard.

2. CLEANING REQUIREMENTS

The unit should be returned in a "move-in ready" condition. Please ensure the following are completed:

- Remove all food from refrigerators and cabinets.
- Clean all appliances (stove, oven, microwave, dishwasher) inside and out.
- Sweep, mop, and vacuum all floors and carpets.
- Wipe down baseboards, window sills, and ceiling fans.
- Clean bathrooms including toilets, tubs, showers, and mirrors.

3. REPAIRS AND MAINTENANCE

- Replace any burnt-out light bulbs.
- Remove all nails or screws from walls and patch small holes.
- Ensure all smoke detectors and carbon monoxide alarms are functional.

4. KEYS AND ACCESS

Please return all sets of keys, mailbox keys, and garage door openers by:

- ☐ Leaving them on the kitchen counter.
- ☐ Dropping them off at the management office.
- ☐ Placing them in the secure lockbox.

5. UTILITIES AND MAIL

Please contact utility providers to schedule a final reading and transfer services out of your name effective your move-out date. Do not forget to set up mail forwarding with the Post Office.

6. SECURITY DEPOSIT RETURN

Please provide your forwarding address below for the delivery of your security deposit itemization and refund:

Forwarding Address: _____

A final move-out inspection will be conducted on [Date/Time]. You [are/are not] required to be present.

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]