

Move-Out Notice and Cleaning Guidelines

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Property Address]

Dear Tenant,

As your move-out date of **[Move-Out Date]** approaches, we wish you the best with your relocation. To ensure a smooth transition and the timely return of your security deposit, please follow the cleaning guidelines listed below.

1. General Cleaning (All Rooms)

- Remove all personal belongings and trash from the premises.
- Vacuum all carpets and sweep/mop all hard flooring.
- Clean all baseboards, window sills, and tracks.
- Remove dust and cobwebs from ceilings and corners.
- Clean all light switches, outlet covers, and door handles.
- Ensure all light bulbs are working; replace any burnt-out bulbs.

2. Kitchen

- Clean the inside and outside of the oven, stove, and vent hood.
- Defrost and clean the interior and exterior of the refrigerator and freezer.
- Clean the microwave inside and out.
- Scrub the sink, fixtures, and countertops.
- Wipe out the inside of all cabinets and drawers.

3. Bathrooms

- Scrub and sanitize the toilet, bathtub, shower, and sink.
- Clean mirrors and medicine cabinets.
- Wipe down wall tiles and grout.
- Clean the inside of vanity drawers and cupboards.

4. Exterior and Utilities

- Sweep the porch, patio, or balcony.
- Remove all trash from the garage or parking stall.
- Ensure all utilities remain on until the final inspection date.

5. Key Return and Inspection

The final move-out inspection is scheduled for **[Date and Time]**. Please ensure all keys, including mail keys and garage remotes, are returned at this time.

Please provide your forwarding address below for the processing of your security deposit:

Forwarding Address: _____

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]