

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Lease Expiration and Move-Out Instructions

Dear [Tenant Name],

This letter serves as a reminder that your lease for the property located at [Property Address] is scheduled to expire on [Lease End Date]. As per your notice, we expect you to vacate the premises by [Time] on that date.

To ensure a smooth transition and the return of your security deposit, please follow these move-out instructions:

- **Personal Belongings:** Remove all personal items and trash from the unit. Any items left behind will be disposed of at the tenant's expense.
- **Cleaning:** The unit should be thoroughly cleaned, including floors, windows, appliances, and bathrooms. Please ensure the refrigerator is emptied and wiped down.
- **Repairs:** Patch and paint any holes made in the walls beyond normal wear and tear.
- **Utilities:** Contact utility providers to schedule the disconnection or transfer of services effective [Lease End Date]. Do not shut off water or heat if weather conditions are freezing.
- **Keys:** Please return all sets of keys, fobs, and garage openers to [Location/Property Manager] by [Time] on [Lease End Date].
- **Forwarding Address:** Provide your new mailing address in writing for the processing of your security deposit refund.

Move-Out Inspection:

A final walk-through inspection is scheduled for [Date] at [Time]. You are [welcome/required] to attend. Following the inspection, an itemized statement regarding your security deposit will be mailed to you within [Number] days, as required by law.

Thank you for your cooperation. We wish you the best in your new home.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]