

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

Subject: Final Move-Out Instructions - SCRA Lease Termination

Dear [Tenant Name],

This letter acknowledges the termination of your lease agreement effective [Lease Termination Date], pursuant to the Servicemembers Civil Relief Act (SCRA) and the military orders provided.

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

- **Move-Out Date:** Premises must be vacated and keys returned by [Time] on [Date].
- **Cleaning:** The unit must be left in "broom clean" condition. Please remove all personal belongings and trash.
- **Utilities:** Ensure all utility accounts (electricity, water, gas) are scheduled for disconnection or transfer effective the day after your move-out date.
- **Key Return:** Please return all sets of keys, fobs, and garage openers to [Location/Property Office].
- **Forwarding Address:** Provide your new mailing address below for the return of your security deposit and final statement.

Move-Out Inspection:

Your move-out inspection is scheduled for [Date] at [Time]. You [are/are not] required to be present.

Security Deposit:

Your security deposit, less any lawful deductions for damages beyond normal wear and tear, will be mailed to your forwarding address within [Number] days, as per state law.

Thank you for your service. If you have any questions, please contact the management office at [Phone Number].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

Tenant Forwarding Information:

Forwarding Address: _____

Phone Number: _____ Email: _____