

Date: [Current Date]

To: [Tenant Names]

Property Address: [Full Rental Address]

## 60-DAY NOTICE TO VACATE

Dear [Tenant Names],

This letter serves as formal notice that you are required to vacate the premises located at [Full Rental Address] within sixty (60) days from the date of this notice. Your final day of residency will be [Move-Out Date].

### FINAL MOVE-OUT INSTRUCTIONS

To ensure a smooth transition and the return of your security deposit, please adhere to the following requirements:

- **Property Condition:** The unit must be returned in a clean and broom-swept condition, similar to the state it was in at the start of the lease, excluding normal wear and tear.
- **Personal Property:** All personal belongings and trash must be removed from the interior and exterior of the property. Any items left behind will be disposed of at the tenant's expense.
- **Keys:** All keys, gate remotes, and mail keys must be returned to [Location/Person] by [Time] on [Move-Out Date].
- **Utilities:** Please contact utility providers to schedule the disconnection or transfer of services effective as of [Move-Out Date]. Do not shut off utilities before this date.
- **Forwarding Address:** Provide your new mailing address in writing to ensure the timely delivery of your security deposit accounting and any remaining funds.
- **Final Inspection:** A walk-through inspection will be conducted on [Date/Time]. You are [invited/not required] to be present.

Your security deposit, minus any lawful deductions for unpaid rent or damages beyond normal wear and tear, will be processed and mailed to you within [Number of Days] days as per local regulations.

If you have any questions regarding this notice, please contact [Landlord/Manager Name] at [Phone Number/Email Address].

Sincerely,

[Signature]

[Landlord/Property Manager Name]

[Phone Number]