

[Date]

[Tenant Name]

[Property Address]

[Unit Number]

# Subject: Official Thirty-Day Move-Out Instructions

Dear [Tenant Name],

This letter serves as a confirmation of your intent to vacate the premises located at [Property Address] on [Move-Out Date]. To ensure a smooth transition and the timely processing of your security deposit, please follow the instructions outlined below:

## 1. Property Condition

The unit must be returned in the same condition as it was at the start of your lease, excluding normal wear and tear. This includes:

- Removing all personal belongings and trash.
- Cleaning all appliances (stove, oven, refrigerator, microwave).
- Wiping down cabinets, countertops, and baseboards.
- Sweeping, mopping, or vacuuming all floor surfaces.

## 2. Keys and Access

All keys, including door keys, mailbox keys, and garage remotes, must be returned to [Location/Property Office] by [Time] on [Move-Out Date]. Failure to return all keys may result in a lock replacement fee.

## 3. Utilities

Please contact your utility providers to schedule the disconnection or transfer of services effective as of [Move-Out Date]. Do not turn off the heat if moving out during winter months.

## 4. Forwarding Address

Please provide your new mailing address below or via email for the return of your security deposit and any final correspondence.

**Forwarding Address:** \_\_\_\_\_

## 5. Final Inspection

A move-out inspection will be conducted on [Date/Time]. You are [welcome/not required] to be present. Any damages beyond normal wear and tear will be deducted from your security deposit.

Your security deposit, minus any applicable deductions, will be mailed to your forwarding address within [Number] days, as per state law.

If you have any questions, please contact [Name/Management Office] at [Phone Number] or [Email].

Sincerely,

[Landlord/Manager Name]  
[Company Name]  
[Contact Information]