

Move-Out Instructions for Early Lease Termination

Dear [Tenant Name],

This letter confirms the early termination of your lease agreement for the property located at [Property Address]. As agreed, your final move-out date is scheduled for [Move-Out Date].

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

- **Cleaning:** The unit must be left in a clean and broom-swept condition. This includes cleaning appliances, floors, windows, and removing all trash.
- **Personal Belongings:** Remove all personal property. Any items left behind after [Move-Out Date] will be considered abandoned and disposed of.
- **Repairs:** Please patch any large holes in the walls and replace any burnt-out light bulbs.
- **Keys:** All keys, including mail keys and garage remotes, must be returned to [Location] by [Time] on your move-out date.
- **Utilities:** Contact utility companies to schedule the final reading and transfer of services out of your name effective [Move-Out Date].
- **Forwarding Address:** Provide your new mailing address in writing for the processing of your security deposit.

Move-Out Inspection: A final walk-through is scheduled for [Date/Time]. You are welcome to be present.

Your security deposit, minus any applicable deductions for damages or unpaid fees, will be sent to you within [Number] days as per local law.

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Name]
[Contact Information]