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Date: [Date]

To: [Tenant Name]

Property Address: [Property Address]

# NOTICE OF MANDATORY MOVE-OUT INSPECTION

Dear [Tenant Name],

As your lease agreement for the property located at [Property Address] is nearing its end on [Lease End Date], this letter serves as formal notification regarding the mandatory move-out inspection and the required property condition upon your departure.

## Inspection Details:

- **Date of Inspection:** [Inspection Date]
- **Time of Inspection:** [Time]

## Property Condition Requirements:

To ensure the full return of your security deposit, the property must be returned in the same condition as when you moved in, excluding normal wear and tear. Please ensure the following tasks are completed prior to the inspection:

- All personal belongings and trash are removed from the premises.
- The entire unit is thoroughly cleaned (floors, windows, appliances, and bathrooms).
- All keys, gate remotes, and parking passes are ready to be surrendered.
- All utilities remain active until the final inspection date.

## Security Deposit:

A final move-out inspection report will be generated during our walk-through. Any damages beyond normal wear and tear, or necessary cleaning costs, will be deducted from your security deposit as permitted by law. Please provide your forwarding address below or during the inspection to ensure the timely delivery of your deposit statement.

## Forwarding Address:

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If you have any questions or need to reschedule the inspection time, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]

[Contact Information]