

Date: [Insert Date]

To: [Tenant Name(s)]

Property Address: [Insert Property Address]

Subject: Notice of Unattended Mandatory Move-Out Inspection

Dear [Tenant Name],

This letter serves as formal notification regarding the mandatory move-out inspection for the property located at the address listed above.

As you are vacating the premises on [Move-Out Date], an inspection is required to assess the condition of the unit and determine any necessary repairs or cleaning fees to be deducted from your security deposit.

Inspection Details:

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

Please be advised that this inspection will be conducted **unattended**. Per the terms of your lease agreement and local regulations, management will enter the premises at the scheduled time to complete the move-out walkthrough without the tenant present. You are required to have all personal belongings removed and all keys returned to [Location/Property Office] by [Time] on [Date] prior to this inspection.

A copy of the completed inspection report, along with any itemized deductions and the remaining balance of your security deposit, will be mailed to your forwarding address within [Number] days, as required by law.

Please provide your forwarding address below if you have not already done so:

If you have any questions regarding this process, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Contact Information]