

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Rental Property Address]

Subject: Notice of Mandatory Move-Out Inspection

Dear [Tenant Name],

This letter serves as formal notice regarding the mandatory move-out inspection of the premises located at the address listed above. As your lease agreement is set to terminate on [Lease End Date], an inspection is required to assess the condition of the unit.

The inspection is scheduled for:

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

The purpose of this inspection is to document the condition of the property and identify any damages beyond normal wear and tear. This assessment will be used to determine any necessary deductions from your security deposit.

Requirements for the Inspection:

- The unit must be completely vacant of all personal belongings and trash.
- The premises must be cleaned in accordance with the move-out checklist provided in your lease.
- All keys, gate remotes, and parking passes must be returned at the time of inspection.

You have the right to be present during this inspection. If the scheduled time is not convenient, please contact us immediately at [Phone Number] or [Email Address] to request a rescheduled time. If you choose not to attend, the inspection will be conducted in your absence.

Following the inspection, an itemized statement regarding your security deposit will be mailed to your forwarding address within [Number of Days] days as required by law.

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

Forwarding Address: _____

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]

[Contact Phone Number]