

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Rental Property Address]

RE: Thirty-Day Advance Move-Out Inspection Notification

Dear [Tenant Name],

As your lease agreement is scheduled to terminate on [Lease End Date], this letter serves as formal notification regarding the move-out inspection process. Our records indicate that you will be vacating the premises on or before [Move-Out Date].

We would like to schedule a pre-move-out inspection to identify any potential deductions from your security deposit. This gives you the opportunity to remedy any issues before your final departure.

Scheduled Inspection Date: [Date]

Scheduled Inspection Time: [Time]

If the above time does not work for you, please contact us immediately at [Phone Number] or [Email Address] to reschedule. You have the right to be present during this inspection, though your presence is not required.

Please ensure that by the time of the final inspection:

- All personal belongings and trash are removed from the premises.
- The unit is cleaned thoroughly according to the move-out checklist previously provided.
- All keys, remotes, and access cards are ready to be returned.
- Utilities have been scheduled for disconnection or transfer as of the final lease date.

Your security deposit disposition, including an itemized list of any deductions, will be mailed to your forwarding address within [Number of Days] days, as required by law. Please provide your forwarding address below or via email.

Forwarding Address:

[Street Address]

[City, State, Zip Code]

Thank you for your cooperation and for your time as a resident.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Phone Number]