

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Dear [Tenant Name],

As your lease agreement for the property located at [Property Address] is scheduled to end on [Lease End Date], we would like to provide you with the standard move-out procedures and requirements to ensure a smooth transition and the timely processing of your security deposit.

1. Move-Out Date and Key Return

Please ensure all personal belongings are removed and the premises are vacated by [Time] on [Move-Out Date]. All keys, including mail keys, garage openers, and gate remotes, must be returned to [Location/Property Manager] by this time.

2. Cleaning Checklist

The property should be returned in a "move-in ready" condition. Please use the following checklist as a guide:

- **Kitchen:** Clean inside and outside of all appliances (stove, oven, fridge, dishwasher, microwave). Wipe down all cabinets, drawers, and countertops. Clean the sink and faucet.
- **Bathrooms:** Scrub bathtub, shower, toilet, and sink. Clean mirrors and medicine cabinets. Wipe out drawers and vanity.
- **Floors:** Sweep and mop all hard surfaces. Professionally steam clean all carpets (please provide a receipt).
- **Walls and Windows:** Wipe down baseboards and remove any dust or cobwebs. Clean windows, windowsills, and blinds. Remove all nails and patch small holes.
- **General:** Replace any burnt-out light bulbs. Dust ceiling fans and light fixtures. Remove all trash and debris from the interior and exterior of the property.

3. Utilities and Mail

- Do not disconnect utilities until the final day of your lease.
- Ensure you have set up mail forwarding through the Postal Service.

4. Move-Out Inspection

A final walk-through inspection will be conducted on [Date/Time]. You are [welcome/not required] to attend. We will compare the current condition of the property to the move-in inspection report.

5. Security Deposit

Your security deposit, minus any applicable deductions for repairs or cleaning, will be mailed to you within [Number of Days] days as per state law. Please provide your forwarding address below:

Forwarding Address: _____

If you have any questions regarding these procedures, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]
[Company Name]