

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address]

[Suite/Unit Number]

Re: Move-Out Procedures and Checklist for [Property Address]

Dear [Tenant Name],

As your lease agreement for the above-referenced premises is scheduled to expire on [Lease End Date], we would like to provide you with the following move-out checklist to ensure a smooth transition and the timely processing of your security deposit.

Please ensure the following items are completed by [Move-Out Date/Time]:

- **Premises Condition:** Remove all personal property, equipment, and debris. The premises should be delivered in "broom clean" condition.
- **Repairs:** Patch and paint any holes in walls caused by signage, shelving, or decor. Repair any damage beyond normal wear and tear.
- **Keys and Access:** Return all sets of keys, key cards, fobs, and remote controls for gates or garages.
- **Utilities:** Contact utility providers to schedule a final meter reading and transfer of billing effective [Date]. Do not disconnect services entirely if required by the lease.
- **Signage:** Remove all exterior and interior company signage and repair any mounting damage to the building facade or lobby.
- **HVAC and Systems:** Ensure all light fixtures are functional and provide documentation of the final HVAC service if required by your lease agreement.
- **Forwarding Address:** Provide a written forwarding address for the delivery of your security deposit accounting and refund.

A final walk-through inspection is scheduled for [Date] at [Time]. Please let us know if this time is convenient for a representative from your company to attend.

If you have any questions regarding these requirements, please contact [Property Manager Name] at [Phone Number] or [Email].

Sincerely,

[Your Name/Landlord Name]

[Company Name]

[Contact Information]