

[Landlord/Property Manager Name]
[Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Address]
[Unit Number]
[City, State, Zip Code]

Subject: Notice of Move-Out Procedures

Dear [Tenant Name],

This letter confirms that your month-to-month tenancy for the property located at [Address] will terminate on [Move-Out Date]. To ensure a smooth transition and the return of your security deposit, please follow the procedures outlined below:

1. Cleaning and Condition: The unit should be returned in a clean condition, similar to when you moved in. This includes cleaning appliances, floors, windows, and removing all personal belongings and trash.

2. Repairs: Please repair any damage beyond normal wear and tear, such as holes in walls or broken fixtures, prior to your departure.

3. Final Inspection: A move-out inspection is scheduled for [Date] at [Time]. You are encouraged to be present. We will document the condition of the unit at this time.

4. Key Return: All keys, including mail keys and gate remotes, must be returned by [Time] on [Move-Out Date]. Please leave them [Location/Instructions for key return].

5. Forwarding Address: Please provide your new mailing address below or via email to ensure your security deposit statement and any refund are sent to the correct location.

6. Utilities: Please contact utility providers to schedule the disconnection or transfer of services effective [Move-Out Date].

Your security deposit, minus any lawful deductions for damages or unpaid rent, will be processed and mailed to you within [Number] days, as per state law.

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Signature]
[Landlord/Property Manager Printed Name]