

Date: [Current Date]

To: [Tenant Name]

Property Address: [Full Property Address]

Dear [Tenant Name],

As your lease agreement for the property mentioned above expires on [Lease End Date], this letter confirms the procedures for your move-out and the final property walkthrough.

Final Walkthrough Appointment

The final inspection is scheduled for:

- Date: [Date]
- Time: [Time]

Please ensure all personal belongings have been removed and the cleaning has been completed prior to this time.

Key Return

All keys (including gate remotes, mailbox keys, and spares) must be returned at the time of the walkthrough. Failure to return all keys may result in a lock replacement fee deducted from the security deposit.

Move-Out Requirements

To ensure the full return of your security deposit, please ensure the following:

- The property is vacuumed, swept, and mopped.
- All trash and debris are removed from the premises.
- Appliances, counters, and cabinets are cleaned inside and out.
- All light bulbs are functional.
- Any damage beyond normal wear and tear is repaired.

Forwarding Address

Please provide your new mailing address below or during the walkthrough for the processing and return of your security deposit:

New Address: _____

The security deposit disposition will be processed within [Number] days of your move-out, as per state law and your lease agreement.

Sincerely,

[Your Name/Landlord Name]

[Your Phone Number]

[Your Email Address]