

[Date]

[Tenant Name]

[Property Address]

[City, State, Zip Code]

Dear [Tenant Name],

As you prepare for your upcoming move-out on [Move-Out Date], please follow these procedures regarding your utility accounts and the property transition.

1. Utility Transfers

Please contact all utility providers to schedule the disconnection or transfer of services effective as of [Lease End Date]. Do not request a full shut-off of water or electricity prior to this date.

Providers to contact include:

- Electricity: [Provider Name/Contact]
- Water/Sewer: [Provider Name/Contact]
- Gas: [Provider Name/Contact]
- Trash/Recycling: [Provider Name/Contact]

2. Forwarding Address

Please provide your new forwarding address below or via email for the processing of your security deposit return and any final correspondence:

Forwarding Address: _____

3. Key Return

All keys, including door keys, mail keys, and garage remotes, must be returned by [Time] on [Move-Out Date]. Please leave them [Location, e.g., on the kitchen counter / in the lockbox].

4. Cleaning and Condition

The property should be left in a clean condition, free of all personal belongings and trash. Ensure that all appliances are cleaned and all floors are swept/vacuumed.

5. Final Inspection

A final move-out inspection will be conducted on [Date/Time]. You [are/are not] required to be present during this inspection.

If you have any questions, please contact [Landlord/Property Manager Name] at [Phone Number] or [Email].

Sincerely,

[Your Name/Company Name]

[Your Phone Number]