

DATE: [Date]

TO: [Tenant Name]

ADDRESS: [Property Address]

UNIT: [Unit Number]

SUBJECT: MOVE-OUT PROCEDURES AND COMPLIANCE

Dear [Tenant Name],

As a result of the eviction proceedings regarding the property located at [Property Address], you are required to vacate the premises no later than [Time] on [Date].

To ensure compliance and to document the return of the property, please follow these move-out procedures:

- **Personal Property:** Remove all personal belongings and furniture. Any items left after the move-out deadline will be considered abandoned and disposed of according to local laws.
- **Cleaning:** Remove all trash and debris. Ensure the unit is left in a broom-clean condition.
- **Keys and Access:** All keys, fobs, and garage openers must be returned to [Location/Person] by the deadline. Failure to return keys may result in additional lock-change fees.
- **Utilities:** Contact utility providers to schedule the final reading and transfer of services out of your name effective [Move-out Date].
- **Inspection:** A final walk-through will be conducted by management on [Date] at [Time]. You may be present for this inspection.

Forwarding Address: Please provide a forwarding address for the delivery of any legal notices or the security deposit accounting statement:

Street: _____

City/State/Zip: _____

Failure to vacate the premises by the specified date will result in the immediate involvement of the [Local Sheriff/Constable Office] to perform a formal lockout.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]