[Property Management Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Tenant Name]
[Property Address]
[Unit Number]

RE: Move-Out Cleaning Requirements and Security Deposit Notice

Dear [Tenant Name],

As your move-out date of [Move-Out Date] approaches, we would like to provide you with our cleaning requirements to ensure the full or maximum return of your security deposit. To avoid cleaning deductions, the property must be returned in the same condition as it was received, minus normal wear and tear.

Please ensure the following items are addressed before returning your keys:

- **Kitchen:** Clean inside and outside of all appliances (oven, stovetop, microwave, refrigerator, dishwasher). Wipe out all cabinets and drawers. Sanitize countertops and sinks.
- **Bathrooms:** Scrub and disinfect toilets, bathtubs, showers, and sinks. Clean mirrors and wipe out vanity drawers.
- **Floors:** All carpets must be professionally cleaned (please provide a receipt). Hardwood, tile, or laminate floors should be swept and mopped.
- **Walls and Windows:** Remove all nails and patch holes. Wipe down baseboards and remove cobwebs. Clean all window glass, sills, and blinds.
- **General:** Remove all personal belongings and trash from the unit, balcony, and storage areas. Replace any burnt-out light bulbs and dead smoke detector batteries.

The move-out inspection will be conducted on [Inspection Date/Time]. If the unit does not meet these standards, professional cleaning services will be hired, and the cost will be deducted from your security deposit.

Please provide your forwarding address below for the delivery of your security deposit statement:

Forwarding Address: _____

If you have any questions, please contact our office at [Phone Number].

Sincerely,

[Manager Name]
[Property Management Company]