Dear [Tenant Name],

As your lease for [Property Address] is coming to an end on [Move Out Date], please follow these instructions to ensure a smooth move-out process and the return of your security deposit.

1. Furniture and Inventory

- Do not remove any furniture, decor, or kitchenware provided with the unit.
- Ensure all items listed on the original inventory sheet are in their original rooms.
- Report any damaged or broken items immediately.

2. Cleaning Requirements

- Remove all personal belongings and trash from the property.
- Clean all kitchen appliances (oven, stove, microwave, and refrigerator) inside and out.
- Wipe down all countertops, cabinets, and drawers.
- Clean and disinfect the bathroom(s), including the toilet, shower, and sink.
- Vacuum all carpets and mop all hard flooring.
- Dust all surfaces, including windowsills and baseboards.

3. Linens and Laundry

- Please strip the beds of all used sheets and pillowcases.
- Place all used towels and linens in the [Laundry Basket/Specified Area].
- Do not wash the comforters or decorative pillows unless specified.

4. Utilities and Keys

- Ensure all lights, heating/air conditioning, and small appliances are turned off.
- Close and lock all windows and exterior doors.
- Return all sets of keys, fobs, and parking passes to [Location/Lockbox].

5. Inspection and Deposit

A move-out inspection will be conducted on [Date/Time]. After the inspection, your security deposit will be processed according to your lease agreement. Please provide your forwarding address below:

Forwarding Address: _____

Thank you for your cooperation.

Sincerely,

[Landlord/Property Manager Name]
[Phone Number]
[Email Address]