

Move-Out Letter

Today's Date (dd/mm/yyyy): _____

Tenant's Name: _____

Address of Rental Unit: _____

In order that we may mutually end our relationship on a positive note, this move-out letter describes how we expect your unit to be left and what our procedures are for returning your security deposit.

Please leave your rental unit in the same condition it was when you moved in, except for normal wear and tear.

This notice is to inform you that your tenancy will be terminated on: _____

You are required to vacate the premises and remove all your possessions from the premises by this date: _____. All keys to the premises are to be returned upon your move out.

All rent and bills for the premises will be payable until the termination date.

The following is a list of tasks that you have to carry out before the end of the lease:

- [] Clean all flooring, windows and doors of the property.
- [] Remove all nails and screws from the walls and fill up all holes.
- [] Clean and dust all appliances and fixtures that can be reached.
- [] Clear the interior of all cabinets
- [] Clean kitchen appliances (oven, refrigerator, etc).
- [] Trim the lawn if needed.
- [] Remove all personal possessions from the property.
- [] Dispose all food, trash and unwanted items from the property.

Please ensure that all of the above tasks are completed by this date: _____

Please don't leave anything behind—that includes bags of garbage, clothes, food, newspapers, furniture, appliances, dishes, plants, cleaning supplies, or other items that belong to you.

Please be sure you have disconnected phone and utility services, canceled all newspaper subscriptions, and sent the post office a change of address form.

Once you have cleaned removed all your belongings, please call me at _____
to arrange for a walk-through inspection and to return all keys. Please be prepared to give me your
forwarding address where we may mail your security deposit or any mail you may still receive.

Forwarding Address: _____

It's our policy to return all deposits either in person or at an address you provide within ____ days
after you move out. If any deductions are made—for past-due rent or because the unit is damaged or
not sufficiently clean—they will be explained in writing.

If you have any questions, please contact me at _____.

Sincerely,

Landlord Printed Name

Landlord Signature