

LETTER TO TENANT REGARDING MOVING OUT (MOVE OUT LETTER)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Tenant's name)

\_\_\_\_\_  
(Tenant's Address)

Dear \_\_\_\_\_ (Name of Tenant):

This letter is to confirm that you are moving out of the premises on \_\_\_\_\_ (date) at \_\_\_\_\_ (time of day). We hope that you have enjoyed living here.

In order for me to return as much of your security deposit as possible, it is important that you leave the property in the same condition as when you first moved in. Such condition will be based on the inspection checklist that you signed at the beginning of your tenancy (a copy of which is included with this letter). The inspection checklist is the same form we use to inspect the premises when you move in.

Should you have any questions regarding the type of cleaning that is expected, feel free to contact me.

Upon moving out, please do not leave anything behind. This includes bags of garbage, clothes, food, newspapers, furniture, appliances, dishes, plants, cleaning supplies, or any other items you brought with you into the premises.

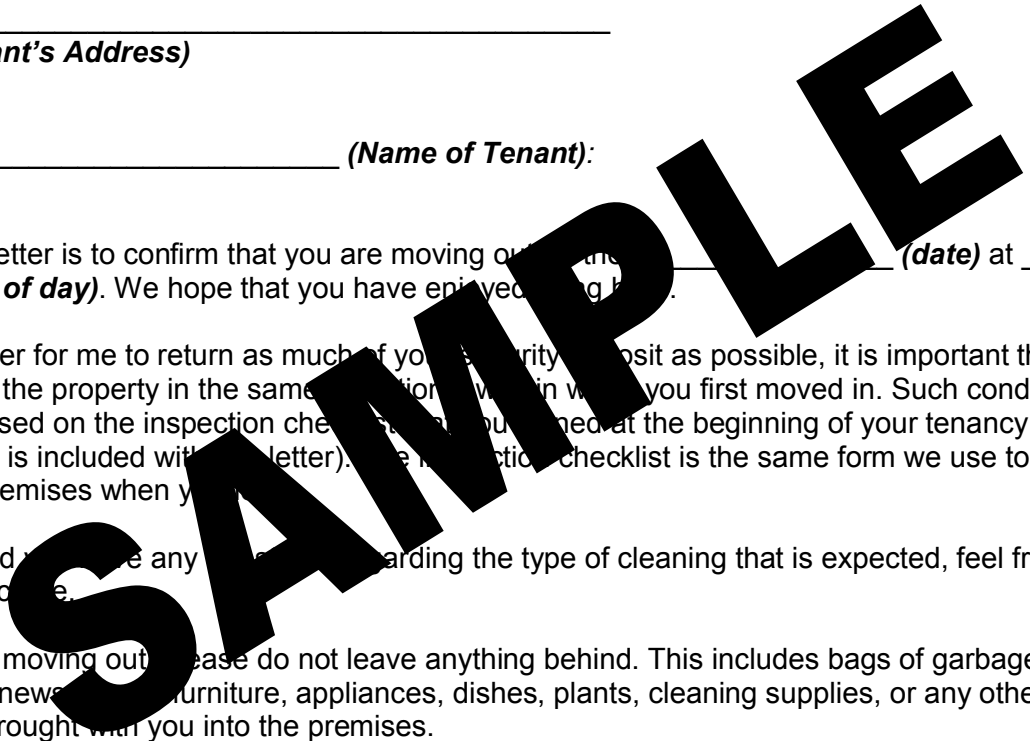
Also, please ensure that you have disconnected all phone and other utility services, cancelled all newspaper subscriptions, and sent a change of address form to the post office.

Once the premises are clean and all belongings have been removed, please contact me at \_\_\_\_\_ (phone number) to arrange for a walk-through inspection and to return all keys. You will also have to supply me with your forwarding address where I may send your security deposit refund.

All security deposit refunds shall be mailed to the address supplied to me within ten (10) days after you move out. If any deductions are made from the security deposit, for past due rent or for any damages to the premises, a full accounting will be provided in writing.

Should you have any questions regarding move-out, please don't hesitate to contact me.

Sincerely,



\_\_\_\_\_  
\_\_\_\_\_  
*(Name and Signature of Landlord)*

\_\_\_\_\_  
\_\_\_\_\_  
*(Address of Landlord)*

\_\_\_\_\_  
*(Landlord's E-Mail)*

\_\_\_\_\_  
*(Landlord's Phone number)*

*Copy of Original Inspection Checklist*

**SAMPLE**