

Move-Out Letter – Template

[Property Address, Unit Number]

[City, State, Zip]

[Today's Date]

Dear [Renter's First Name],

This letter is to remind you that all your possessions must be removed by [end-of-lease date]. If any garbage or personal belongings are left on the premises, you may be held responsible for the costs of removal.

Your lease requires that you leave your unit in a clean, undamaged condition. Specifically, please do the following:

- Remove all food, debris, and other personal belongings
- Clean stove, oven, and any other appliances
- Clean all floors and vacuum carpeting
- Report any damage in writing
- [include any other expectations]

Upon leaving, please be sure to fully secure the rental by locking all windows and doors. The designated place to leave all keys is [state where you want these left].

After you have vacated the rental, it will be inspected and photographed as stated in your lease. The expense of cleaning beyond normal wear and tear will be deducted from your security deposit. You will be notified of any charges.

It was a pleasure to have you as a resident. I wish you the best in your new home.

Sincerely,

[Your Signature]

[Your Full Name]



Different states and municipalities may have different policies regarding apartment and renter communications. Be sure to research and amend any necessary clauses to provided templates in accordance with local laws.

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