Move-Out Letters

From the Chimi Rental playbook (chimirental.com/playbook). This is a starting point that we use for our own rentals, shared as-is and without warranty. It is not legal advice. Adapt it to your state, city and situation, and have a local attorney review anything that affects someone's tenancy or money.

Move-out scheduled (as soon as the date is set)

Subject: Your move-out on [date]

Hi [Name(s)],

Your move-out inspection is scheduled for **[day], [date] at [time]**. Please have the following done by then:

- Remove all personal belongings, including from the garage, yard, closets and any storage
- Clean the whole home: kitchen (including inside the oven, fridge and cabinets), bathrooms, floors, windowsills
- Clean up the front and back yard
- Schedule your utilities (electric, gas, water, internet) to stop in your name **after** [date]
- Have every key, garage remote, mailbox key and gate or pool key ready to return
- Send us your **forwarding address** for the deposit statement

You're welcome to be at the inspection. It takes about 15–30 minutes. We'll compare the home with the move-in condition report, and send your security deposit statement within [14 business days] after you move out.

Please let us know if you have any questions. Thank you!

[Company]

After inspection: the home looks great

Subject: Your move-out inspection at [address]

Hi [Name(s)],

Your move-out inspection is complete. [Address] was in the same condition as when you moved in, apart from normal wear and tear. Thank you so much for taking such good care of it! The inspection report is attached, and your deposit statement will follow by [date].

[Your payments were always on time.] If a future landlord asks for a reference, please send them our way. It was a pleasure having you as a tenant, and we wish you all the best!

[Company]

After inspection: repairs needed

Subject: Your move-out inspection at [address]

Hi [Name(s)],

Your move-out inspection is complete. We found some items at [address] that need repair or replacement beyond normal wear and tear. The details are in the attached inspection

report. We'll send an itemized security deposit statement, with invoices for any deductions, by [date].

We understand some wear happens over a tenancy, and we've only noted what goes beyond that. [Since your payments were on time, we're happy to give a reference to a future landlord.] Thank you for being our tenant, and we wish you the best.

[Company]