

# Move-Out Cleaning Requirements

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Tenant's Name],

As you prepare to move out of [Property Address], we would like to outline the cleaning requirements to ensure a smooth transition. Please adhere to the following checklist:

## Move-Out Cleaning Checklist

- Kitchen:
  - Clean all appliances (refrigerator, oven, microwave, etc.)
  - Wipe down countertops and cabinets
  - Clean sink and fixtures
  - Remove all food items from cabinets and refrigerator
- Bathrooms:
  - Scrub toilets, sinks, and tubs/showers
  - Wipe mirrors and surfaces
  - Remove all personal items and toiletries
  - Empty trash bins
- Living Areas:
  - Vacuum and/or mop all floors
  - Dust all surfaces, including windowsills and baseboards
  - Remove all personal belongings
- Bedrooms:
  - Vacuum and/or mop the floors
  - Dust all surfaces, including closets
  - Remove all personal belongings

Please ensure that the property is returned to its original condition to avoid any deductions from your security deposit. If you have any questions, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name, if applicable]