

Final Inspection Guidelines

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

As your lease term approaches its end, we would like to provide you with the final inspection guidelines to ensure a smooth move-out process. Please review the following steps to prepare for your final inspection:

Final Inspection Guidelines

- Clean the apartment thoroughly, including bathrooms, kitchens, and living spaces.
- Remove all personal belongings, including furniture and trash.
- Patch any holes in the walls and repaint if necessary.
- Ensure all appliances are clean and in working order.
- Return all keys, access cards, and remotes to the property management.

Please schedule your final inspection appointment at least [insert number] days before your move-out date by contacting us at [insert contact information].

Thank you for your cooperation, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]