# Move-Out Checklist

Date: **[Insert Date]**

Tenant Name: **[Insert Tenant Name]**

Property Address: **[Insert Address]**

## Checklist Items:

- Clean all rooms thoroughly
- Remove all personal belongings
- Patch holes in walls
- Clean appliances (fridge, oven, etc.)
- Vacuum and/or mop floors
- Dispose of trash properly
- Return all keys to the landlord
- Provide a forwarding address

## Additional Notes:

If there are any repairs that need to be made, please notify us prior to your move-out date.

Sincerely,
[Landlord/Property Manager Name]
[Contact Information]