

# Final Inspection Checklist for Move-Out

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

**Dear [Tenant's Name],**

This letter serves as a confirmation of the final inspection scheduled for your move-out from the property located at [Property Address]. Please complete the following checklist to ensure a smooth transition:

## **Final Inspection Checklist:**

- Clean all rooms, including kitchen and bathrooms
- Remove all personal belongings
- Check for any damages or necessary repairs
- Ensure all appliances are in working order
- Return all keys and access cards

Please schedule your inspection time by [Insert Deadline Date]. If you have any questions, feel free to reach out.

**Thank you!**

Sincerely,

[Your Name]

[Your Position/Company Name]

[Contact Information]