

Tenant Move Out Coordination Email

Hello (Tenant Name),

On behalf of (Your Company), it has been a pleasure to have you as tenants over the last year. We wish you all the best, and continued success in the future!

At this time we are working hard to co-ordinate the move-in and move-out of many tenants, and your cooperation is very appreciated.

The new tenants are moving into your house (Date and Time). They will be expecting the house to be empty and clean, and will be moving their items into the bedrooms. Please ensure that your items and all garbage are removed by this time.

When you vacate PLEASE leave your home clean and ready for occupation by the next tenants, which includes:

1. All floors swept
2. Cupboards wiped out
3. Bathroom fixtures (toilet, sink, tub) scrubbed
4. Fridge and stove empty and cleaned, inside and out
5. ALL garbage removed OFF SITE, house empty

*** Any garbage or furniture left in the house will be removed and any costs occurred for removal of these items will be charged to you.

You have the house until (Date). You may be planning to move on an earlier date. If so, please email me and let me know what date you will be completely moved out of the property so that I can more efficiently coordinate a time with the new tenants to move in. Also let me know what time on your move out date is best to meet with you at the property so that I can collect your keys and do an inspection of the property.

Please contact me at your earliest convenience and confirm a move out day and time. If you have any questions don't hesitate to contact me.

Thank you,

(Your Name)
(Company Name)
(Company Address)
(Phone number)
(Email Address)