

Tenant Move out Coordination Call

Investor

Hello (Tenant). How are you today?

This is (Your Name) from (Your Company Name).

As you know, your lease is coming to an end. I'd like to coordinate a time on your last day at the property, that I can meet with you to do a final walk through of the house, and to get the keys from you.

When are you expecting to be completely moved out of the house?

Tenant

Provides time

Investor

Great! I'd like to meet you at the house at (Time). Does that time work for you?

Tenant

If no; arrange time that works

If yes;

Investor

Great! We ask that you leave your home clean and ready for occupation by the next tenants. That includes having all floors swept, cupboards wiped out, fridge and stove cleaned inside and out, bathroom scrubbed, and all garbage completely removed from the property.

I will see you on (Meeting Day and Time).

Thank you. Have a great day!