Notice of Vacating and Request for Inspection

Dear Landlord:

I intend to vacate the dwelling located at

Street: _____ Apt.#: _____

City: _____ State: _____ Zip: _____

as of _____
[Date]

Before I return the keys on my move-out date, I request that you inform me of the date and time of the move out inspection.

Sincerely, _____ Date _____
[Signature]

Print Name: _____

Address: _____ Apt.# _____

City: _____ State: _____ Zip: _____

☐ This notice served by certified mail on _____

☐ Return receipt requested – tracking number _____

☐ Hand-delivered to (name/title): _____

Date and time of hand-delivery: _____