

Qyrevia Property Management

Move-Out Inspection Notification

Date: August 28, 2025

Subject: Scheduled Move-Out Inspection

Dear Valued Residents,

This email is to confirm your upcoming move-out from your unit at our community. As part of the move-out process, we need to conduct a final inspection of your unit.

Your Scheduled Inspection Date:

Unit #	Resident Name	Move-Out Date	Scheduled Inspection
302	Charlene S.	9/30/25	9/25/25 at 10:00 AM
308	Amy K.	9/29/25	9/23/25 at 10:00 AM
411	Justin L.	9/25/25	9/23/25 at 11:00 AM
415	Mindy H.	9/30/25	9/23/25 at 1:00 PM
617	Tiffany C.	9/30/25	9/28/25 at 10:00 AM

Important Information:

- Please ensure the unit is clean and all personal belongings have been removed before the inspection.
- All keys, including mailbox and amenity access cards, must be returned at the time of inspection.
- The inspection typically takes 30-45 minutes to complete.
- If you need to reschedule your inspection, please contact the leasing office at least 48 hours in advance.
- Failure to attend the scheduled inspection may result in delays in processing your security deposit refund.

Contact Information:

Qyrevia Property Management - Leasing Office

Phone: (555) 123-4567

Email: leasing@qyrevia.com

We appreciate your tenancy and wish you the best in your future endeavors.

Sincerely,

Qyrevia Property Management Team