

Date: _____

Landlord's Name: _____

Landlord's Address: _____

City/State/Zip Code: _____

Dear _____ (landlord):

Please accept this letter as written notification of my intent to vacate the premises located at _____ (rental property address), on _____ (date), in accordance with the lease agreement. I will return my keys to you on _____ (date) at _____ (address).

Landlords have the right to deduct from the security deposit only for damages beyond reasonable wear and tear. Therefore, I would like to inspect my premises in your presence in order to document the condition of the property and make sure you are satisfied with its condition. Please contact me by _____ (date) at () - to schedule a convenient inspection time.

Furthermore, I request the security deposit in the amount of _____ be returned to me within thirty (30) days of the lease expiration. This notice is being sent on _____ and therefore shall serve to notify you that my security deposit of _____ should be returned by _____. Please forward the security deposit to the new address listed below.

Cordially,

Tenant Name(s) and Signatures _____

Forwarding Address _____

Phone Number _____

Cc: Copy retained for tenant records

***Mail to landlord via Certified Mail, Return Receipt Requested

***SAMPLE ONLY. The user of this document should read the terms and conditions of his/her lease carefully. Consult with a licensed real estate attorney or agent before executing this document.

***This document was developed from those created by The Ohio State University and Syracuse University.