

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.