

Move Out Notice

Date

Landlord's Name

Landlord's Address

Dear: _____

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

Ohio Revised Code section 5321.16 grants landlords the right to deduct from the security deposit only for damages beyond reasonable wear and tear. Therefore, I would like to inspect the premises in your presence in order to document the condition of the property. Please contact me immediately in order to schedule a convenient inspection time. Furthermore, I request the security deposit in the amount of _____ be returned by _____ (date).

Please forward the security deposit to the new address below.

Sincerely,

Tenant

Forwarding Address and phone#

Cc: Copy retained for my records

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