

Move-Out Notice

DO NOT MAIL THIS COPY TO YOUR LANDLORD. USE IT AS A GUIDE TO CREATE YOUR OWN LETTER.

Date

Landlord's Name

Landlord's Address

Dear _____

Please accept this letter as written notification of my intent to vacate the premises located at **[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 Number

Cc: Copy retained for my records

DO NOT COPY THIS PARAGRAPH

PLEASE NOTE: Fair Housing Contact Service (FHCS) seeks to be accurate in providing general housing information to prospective and existing tenants, landlords, home seekers, housing providers, and the general public. It recognizes that errors may occur and that these errors will be corrected when discovered. The information presented here is only intended to provide readers with information and guidance, and is not intended to be legal advice. **WE ARE NOT ATTORNEYS.** If you need legal advice, please seek the aid of an attorney.