

Notice to Move – Out

Date: _____

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 law 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.

Cordially,

Tenant Name(s) & Signature(s) _____

Forwarding Address: _____

Phone Number _____

Cc: Copy retained for my records