

**Move Out Notice to Landlord/Request for Return of Security Deposit** - this letter should be sent via Certified Mail or hand delivered. Be sure to keep a copy for your records. Your landlord has 30 days from the date you provide your forwarding address in writing to refund your security deposit and/or send out an itemized list of deductions.

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Your Name  
Your Address  
Your City, State Zip Code

\_\_\_\_\_, 20\_\_

Name of Apartment/Landlord  
Address  
City, State Zip Code

To Whom It May Concern:

According to the terms of my lease, I will vacate my [apartment/home] located at [insert address of home/apartment], on [insert Mo./Day/Year]. I will clean the apartment in accordance with the move-out cleaning instructions.

I would like to make an appointment with you to have the apartment inspected in my presence. I am available [insert times when you are available]. Please let me know when it is convenient for you. I am not planning on leasing this unit or a different apartment unit from this complex. I would appreciate the return of my security deposit within thirty (30) days after vacating my apartment.

The forwarding address for the return of my security deposit is:

Your Name  
Address  
City, State Zip Code

Thank you for your courtesy and services during the period of my lease.

Sincerely,

Your signature                      The signature of your roommate(s)

Your name (typed)                The name(s) of your roommate(s) (typed)