

Tenant's Notice of Intent to Move Out

Date: _____

Landlord/Manager: _____

Street address: _____

City and state: _____

Regarding rental unit address: _____

Dear _____ :

This is to notify you that the undersigned tenant(s) will be moving from the above-noted rental unit on _____, or _____ days from today.

This notice provides you with at least _____ days' written notice, as required in our rental agreement.

Tenant 1's signature

Print name

Tenant 2's signature

Print name

Tenant 3's signature

Print name



Demand for Return of Security Deposit

Date: _____

[insert landlord's name and address]

Dear _____ [name of landlord]

On _____ [date], we vacated the rental unit at _____ [address] and gave you our new address and phone number

As of today, we haven't received our \$ _____ [amount of security deposit owed] security deposit, nor any accounting from you for that money. We were entitled to receive our deposit by _____ [date when deposit was due]. You are now _____ [number of days or weeks] late.

We left our rental unit clean and undamaged, paid all of our rent, and gave you proper notice of our intention to move. In these circumstances, it's difficult to understand your oversight in not promptly returning our money.

Perhaps your check is in the mail. If not, please send it promptly. Should we fail to hear from you by _____ [date], we'll take this matter to small claims court. And please understand that if we are compelled to do this, we will also sue you for any costs and additional punitive damages allowed by state law.

Please mail our deposit immediately to the above address. If you have any questions, please contact us at the number below.

Very truly yours,

Signature of tenant

Date

Signature of tenant

Date

Address

Home phone

Cell or other phone