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Purchasing, Leasing Or Selling A Home—Applications

Sample Documents: Letters to Landlord When You Leave

You probably have an obligation under your lease to warn your landlord of your intention not to renew. It should be done in writing. Although most landlords are scrupulous about maintaining and returning security deposits, the letter should remind your landlord that you expect your deposit back.

After you leave, it may also be your responsibility to inform your landlord in writing of your new address in order to receive your refund. Again, it is good in this letter to remind your landlord of what you expect. Below are two sample letters to use under these circumstances:

[your name and address]

[Date]

*[Your landlord's name and **official** address, as listed in the lease]*

Re: Notice of intent to vacate

Dear *[Landlord]*,

This letter will constitute written notice of my intention to vacate my apartment on *[date]*, the end of my current lease. I am doing so because ... *[explain the reason if you desire, such as a large increase in rent]*.

Please recall that I made a security deposit of \$_____ on *[date]*. I expect to receive that deposit refunded in full, since the apartment is in good condition.

Very truly yours,

[Your name]

[*Your name and new address*]

[*Date*]

[*Your landlord's name and official address, as listed in the lease*]

Re: Final matters

Dear [*Landlord*],

Pursuant to [*whatever applicable state statute*], please forward my security deposit and accrued interest to my new address, [*new address*].

I hope it is your intention to return the whole of my security deposit and interest as required by law. If you feel that you are entitled to retain any portion of the deposit, you must provide me with an itemized statement of all charges. If you attempt retain any portion of my deposit without adequate reason, this letter is written notice of my intention to pursue my claims to the entirety of the deposit.

Very truly yours,

[*Your name*]