

APPENDIX C: SAMPLE LETTER TO VERIFY END OF LEASE

It's a good idea to contact your landlord by letter and by telephone to verify that your lease is terminating. Make an appointment for your landlord to inspect the condition of the dwelling. If your apartment is not in substantially the same condition as when rented, your landlord may keep your security deposit to make repairs. It's a good idea to keep a copy of this letter.

[Tenant address]
[Date]

[Landlord name]
[Landlord address]

Dear Mr./Ms. [Landlord's last name]:

I/We are writing to remind you that my/our lease for the apartment/house at [address of apartment or house] terminates on [month, day, year], as stated in our lease agreement. I/We intend to vacate the premises on [month, day, year].

I/We will return to the keys to you on [month, day, year]. I/We would appreciate it if you would schedule an inspection of the property before we leave to ensure that you are satisfied with its condition. I/We will call you to set up an appointment.

Please return my/our security deposit(s) to me/us at the following address(es):

[Tenant name(s) and address(es) to send security deposit]

If you have any questions, please contact [name of one tenant] at [phone number].

Sincerely,
[Tenant signature]
[Tenant name]

SAMPLE ONLY. The user of this document should read the terms and conditions of his/her lease carefully, and consult with a licensed real estate attorney or agent before executing this document.