

Notice of Departure

To:

Mr.

Mrs. _____

Ms.

Landlord of property at

From:

_____ Tenant residing at above property

Date:

Subject: Security Deposit Refund Request

This is to notify you that I intend to vacate your rental property located at _____

_____ (address of rental unit)

On

_____ (Date of departure)

for the following reasons:

Please forward my security deposit refund and/or a detailed explanation of any money you intend to deduct from my deposit to the forwarding address given below within thirty (30) days as required by the Pennsylvania Security Deposit Law. (Computed from the date tenant vacated the premises.)

Date of Signature

Signature of Tenant

Forwarding Address:

Telephone Number:

Instructions: Print or type two (2) copies. Send the original to landlord via certified mail, receipt requested. Retain remaining copy for your records.