

Letter of Forwarding Address
And Requesting Security Deposit

(date)

(landlord's name/address)

Dear _____
(landlord's name)

Please be informed that my forwarding address is: _____
(tenant's name and new address)

_____.

This letter is being sent to you to comply with O.R.C. 5321.16 (B).

This letter is also my request for the return of my security deposit in the amount of \$ _____. In accordance with O.R.C. 5321.16 you must send me within 30 days of my leaving the premises my security deposit or a list of itemized deductions and the balance of the security deposit or I may pursue legal remedies which may include double damages and reasonable attorney's fees.

Sincerely,

(must be sent or hand delivered to same place rent has been paid, a copy must be kept by tenant)