

Date: [Insert Date]

Property Address: [Insert Full Property Address]

Landlord/Agent: [Insert Name]

Departing Tenant: [Insert Name]

Remaining Tenant(s): [Insert Name(s)]

To whom it may concern,

I, [Departing Tenant Name], am formally notifying you that I am vacating the property located at [Property Address] effective as of [Move-out Date].

Regarding the security deposit of \$[Total Deposit Amount] currently held for this tenancy, I hereby agree to the following:

- I relinquish all rights, titles, and interests in the security deposit.
- I agree that the full amount of the deposit shall remain with the Landlord/Agent for the duration of the continued tenancy by the Remaining Tenant(s).
- I waive my right to receive a refund of any portion of the deposit from the Landlord/Agent upon my departure.
- I understand that any reimbursement for my share of the deposit is a private matter to be settled between myself and the Remaining Tenant(s).

By signing this document, I release the Landlord/Agent from any further liability or obligation to return any part of the security deposit to me.

Departing Tenant Signature: _____

Date: _____

Remaining Tenant Signature: _____

Date: _____

Landlord/Agent Signature: _____

Date: _____