

SAMPLE LEASE TERMINATION LETTER

(This should only be sent after sending a Letter Requesting Repairs and waiting a reasonable amount of time)

Tony Tenant
123 Main Street, Apt. 56C
Columbus, OH 43214

Larry Landlord
362 Elm Street
Columbus, OH 43218

March 25, 2014

Re: Notice of Lease Termination

Dear Mr. Landlord,

I wrote to you on February 25, 2014 asking for you to make certain repairs to my rental unit. I then waited a reasonable amount of time. The problems have not been fixed. I therefore am exercising my right under Ohio Revised Code 5321.07(B)(3) to terminate the lease. I will be vacating the property by midnight on March 28, 2014. I will return the keys by dropping them off where I pay the rent.

Please return my security deposit to the following mailing address:

Tony Tenant
1722 Breakwater Drive
Columbus, OH 43210

Thank you for your kind attention to these matters.

Sincerely,

Tony Tenant

Tony Tenant

- I kept a photocopy of this letter for my records
- I sent this letter with a certificate of mailing