

Step 1 - Move-Out Notice and Address

[Your Name]
[Your Mailing Address]
[City, State ZIP]
[Email Address]
[Phone Number]

[Date]

[Landlord / Property Manager Name]
[Landlord / Property Manager Address]

Re: Move-out details and mailing address for [Rental Address]

Dear [Landlord / Property Manager Name],

I am writing to make the move-out and deposit return process easy to track for [Rental Address].

My move-out date is [Date]. I expect to return possession, keys, access devices, parking items, and any other access materials on [Date] by [Method]. If you prefer a different handoff process, please let me know so I can handle it cleanly.

Please use this address for the security deposit refund, any written reasons for retention, and any itemized statement:

[Your Mailing / Forwarding Address]
[City, State ZIP]

For reference, my security deposit was \$[Deposit Amount]. My understanding is that Hawaii's deposit rules turn on the end of the rental agreement, written reasons for any retention, and the itemized handling of cleaning or repair costs. I am keeping this written record so there is no confusion about the move-out details or where the deposit documents should be sent.

I plan to remove my belongings, leave the rental clean, take move-out photos for my records, and keep proof of key return. My goal is to make the move-out record clear and the deposit handling straightforward.

Thank you,

[Your Name]