

NOTICE TO VACATE

I. TENANT INFORMATION

Tenant: [tenant full legal name]

Current Mailing Address: Street Address: [street address]

Unit Number (if applicable): [unit number]

City: [city]

State: [state]

Zip Code: [zip code]

Phone Number: [phone number]

Email Address: [email address]

II. LANDLORD/PROPERTY MANAGER INFORMATION

Landlord or Property Manager: [landlord or property manager full legal name]

Mailing Address: Street Address: [street address]

Unit Number (if applicable): [unit number]

City: [city]

State: [state]

Zip Code: [zip code]

Phone Number: [phone number]

Email Address: [email address]

III. PROPERTY INFORMATION

This notice pertains to the rental property located at: Street Address: [property street address]

Unit Number (if applicable): [property unit number]

City: [property city]

State: [property state]

Zip Code: [property zip code]

IV. NOTICE OF INTENT TO VACATE

Please accept this letter as formal notification of my (our) intent to vacate the rental property located at

the address specified above. I (We) intend to terminate the lease agreement, dated [lease agreement date], and vacate the premises on or before [move-out date].

This notice is provided in accordance with the terms of our lease agreement, which requires [number of days] days' advance notice prior to vacating the premises.

V. PROPERTY CONDITION AND SECURITY DEPOSIT

I (We) understand my (our) obligation to leave the property in a clean, broom-swept, and undamaged condition, ordinary wear and tear excepted, as required by the lease agreement.

Regarding the security deposit in the amount of [security deposit amount], I (we) request that it be returned to the forwarding address provided below, in accordance with applicable state law and the terms of our lease agreement.

VI. FORWARDING ADDRESS

Please send all future correspondence, including the return of the security deposit, to the following forwarding address: Street Address: [forwarding street address]

Unit Number (if applicable): [forwarding unit number]

City: [forwarding city]

State: [forwarding state]

Zip Code: [forwarding zip code]

VII. ACKNOWLEDGMENT

I (We) appreciate your understanding and cooperation in this matter. Please contact me (us) at the phone number or email address provided above if you have any questions or require further information.

Sincerely,

TENANT

Signature: _____

Print Name: [tenant full legal name]

Date: _____