

# NOTICE TO VACATE

## I. DATE OF NOTICE

This Notice is issued on [date notice was served].

## II. PARTIES

### A. TO TENANT(S):

[tenant full legal name]

[tenant current mailing address]

### B. FROM LANDLORD(S):

[landlord full legal name]

[landlord mailing address]

[landlord phone number]

[landlord email address]

## III. PROPERTY INFORMATION

**The rental premises subject to this Notice are located at: Street Address:** [property street address]

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

**City:** [city]

**State:** [state]

**Zip Code:** [zip code]

## IV. NOTICE TO VACATE

You are hereby notified to vacate and surrender possession of the above-described premises on or before [vacate date], which is at least thirty (30) days from the date of service of this Notice.

This Notice serves to terminate your tenancy, whether it be a month-to-month tenancy or upon the expiration of your lease agreement, in accordance with the terms of your rental agreement and applicable law.

## V. TENANT RESPONSIBILITIES UPON VACATING

**You are required to:** 1. Completely vacate the premises and remove all personal property by the vacate date specified above.

2. Leave the premises in a clean and broom-swept condition, free of trash, debris, and damage beyond

normal wear and tear.

3. Return all keys, access cards, and garage door openers to the Landlord on or before the vacate date.

#### **VI. SECURITY DEPOSIT**

The security deposit held by the Landlord will be handled in accordance with applicable state and local laws. No portion of the security deposit will be applied to any outstanding amounts owed by the Tenant.

#### **VII. CONTACT INFORMATION**

For any questions regarding this Notice, please contact the Landlord at the phone number or email address provided in Section II.B.

#### **VIII. ACKNOWLEDGMENT OF SERVICE**

**This Notice is deemed served upon you on the date indicated in Section I.**

#### **LANDLORD**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** [landlord full legal name]

**Address:** [landlord mailing address]