

LEASE TERMINATION LETTER

I. SENDER INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Date: _____ day of _____, 20____

II. RECIPIENT INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

III. NOTICE OF TERMINATION

Re: Termination of Lease Agreement for Property located at:

Address: _____

City: _____ State:

_____ Zip: _____

To the Party named above:

Please be advised that this letter serves as formal written notice to terminate the Lease Agreement entered into on the ____ day of _____, 20____ (the "Lease") regarding the Property described above.

IV. SENDER STATUS

This notice is being issued by the following party (Check One):

- Landlord/Lessor:** I am the Landlord providing notice to the Tenant.
- Tenant/Lessee:** I am the Tenant providing notice to the Landlord.

V. EFFECTIVE DATE OF TERMINATION

The Lease shall be terminated, and the Tenant shall vacate the premises, effective as of the: ____ day of _____, 20____ (the "Termination Date").

VI. REASON FOR TERMINATION

The reason for this termination is as follows (Check One):

- Expiration of Lease Term:** The current Lease Agreement is set to expire on the Termination Date listed above. This letter serves as notice of non-renewal.
- Month-to-Month Tenancy:** The Lease is currently a month-to-month arrangement. This notice is provided in compliance with the required statutory notice period (e.g., 30 days, 60 days) governing the jurisdiction where the Property is located.

Mutual Agreement: Both parties have mutually agreed to terminate the Lease prior to the original expiration date.

Early Termination Clause: The terminating party is exercising a specific right to terminate early as outlined in the original Lease Agreement.

Military Duty: The Tenant is a member of the Armed Forces and is terminating the Lease pursuant to the Servicemembers Civil Relief Act (SCRA) due to deployment or change of station orders.

Other:

The specific reason for termination is:

VII. MOVE-OUT AND INSPECTION

The Tenant agrees to vacate the Property and remove all personal possessions by the Termination Date. The Tenant shall leave the Property in good condition, reasonable wear and tear excepted.

Move-Out Inspection (Check One):

The Parties agree to conduct a joint walk-through inspection on the _____ day of _____, 20____ at _____ (Time).

The Landlord will conduct the inspection after the Tenant has vacated the premises.

VIII. SURRENDER OF POSSESSION

All keys, garage door openers, fobs, and other access devices must be returned to the Landlord or Property Manager by the Termination Date. Failure to return possession by this date may result in holdover damages and legal action.

IX. SECURITY DEPOSIT

If Tenant is the Sender:

Pursuant to applicable state laws regarding the return of security deposits, please return the security deposit (minus any lawful deductions) to the following forwarding address:

The forwarding address for the Security Deposit is:

If Landlord is the Sender:

The Security Deposit will be handled in accordance with the laws of the State where the Property is located and the terms of the Lease Agreement. An itemized statement of deductions (if any) and the remaining balance will be sent to the forwarding address provided by the Tenant.

X. UTILITIES

The Tenant is responsible for arranging the final reading and disconnection or transfer of all utility services put in their name effective as of the Termination Date.

XI. GOVERNING LAW

This Notice and the underlying Lease Agreement shall be governed by the laws of the State of _____ .

XII. SIGNATURES

Sender Signature

Signature: _____

Date: _____ day of _____, 20____

Print Name: _____

Recipient Acknowledgment (Optional)

Signature: _____

Date: _____ day of _____, 20____

Print Name: _____

*

NOTARY ACKNOWLEDGMENT**

State of _____

County of _____

On this _____ day of _____, 20____, before me,

_____ (Name of Notary), personally appeared

_____ (Name of Signer), known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacity, and that by their signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

Signature of Notary Public: _____

Date: ____ day of _____, 20____

Print Name: _____

(Seal)

My Commission Expires: ____ day of _____, 20____