

Notice to Vacate template

Notice Date:

Method of Delivery: [HAND DELIVERY, CERTIFIED MAIL]

Property Address:

Tenant Name:

Tenant Address:

Subject: Notice to Vacate Property

Dear [TENANT NAME],

This letter will serve as notice to vacate the rental property located at [ADDRESS] within _____ [NUMBER OF DAYS]. You must vacate the property no later than [SPECIFIC DAY, DATE, AND TIME].

We demand you vacate the property for the following reason [DESCRIBE - END OF LEASE, VIOLATION OF LEASE TERM, OTHER REASON]:

You must vacate the property by [SPECIFIC DAY, DATE, AND TIME]. At this time we will:

- Conduct a move-out inspection
- Complete a move-out checklist
- Receive all keys and garage door control (if applicable)

Failure to vacate by this date will result in legal action to evict you from the premises.

According to the lease agreement, you are responsible for all repairs and cleaning required to return the property to its original move-in condition, less normal wear and tear.

Your security deposit of \$_____ will be returned in full or in part, depending on the condition of the premises, within _____ days [INSERT DAYS REQUIRED BY LAW/LEASE] of the move out date.

Please contact my office if you have any questions.

Landlord Name:

Landlord Signature:

Landlord Address:

Landlord Contact Information [PHONE AND EMAIL]: