

## **NOTICE OF INTENT TO VACATE**

### **Guidelines**

**HOW TO USE:** All tenants whose names are on the rental lease, who have a deposit with the landlord, or who are paying rent, should sign the Intent to Vacate letter. If your lease contains a procedure or spells out termination requirements, you should follow those steps. Use this sample if your lease does not specify a procedure of notice to vacate.

**MAIL ONE COPY TO YOUR LANDLORD AND KEEP A COPY FOR YOURSELF FOLLOWING THESE MINIMUMS:**

**MONTH-MONTH TENANCY:** Give notice TEN days before the end of the current month (unless you and the landlord have agreed to any other notice period.)

**QUARTERLY RENTAL:** Give TEN days notice before the end of the current quarter (unless you and the landlord have agreed to any other notice period.)

**SIX MONTHS RENTAL:** Give ONE-MONTH notice before you leave (even if you are leaving at the expiration of your lease.)

**NOTICE OF INTENT TO VACATE**

Landlord's Name \_\_\_\_\_

Address \_\_\_\_\_

I/WE \_\_\_\_\_, tenant (s)

at \_\_\_\_\_ (address) \_\_\_\_\_ (unit number)

intend to vacate my/our rental unit on \_\_\_\_\_ (date). Please arrange to inspect the unit at \_\_\_\_\_ AM/PM on \_\_\_\_\_ (date), or advise me/us as to an alternate date and time upon which we can mutually agree. The keys will be returned to you on the last day of occupancy stated above. My/our deposit(s) and other correspondence should be directed to the following address:

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City, State \_\_\_\_\_ City, State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Sincerely,

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_