

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 _____