

Notice-To-Vacate Letter Checklist

Letter to your tennant must have:

Date notice was given

Tenant's name

Address of rental

Request asking the tenant to vacate

Request should be 30 days out from notice date

Cause for lease termination

Reference to the section of the lease paperwork which says you're allowed to terminate the lease agreement

Move-out instructions

Specifics of how clean you want the apartment after they vacate

Specifics of where you want the keys

Time and date you plan to do the final walk-through

Request for tenant's forwarding address should you return their security deposit