

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 only 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 TEN days’ notice before the end of the current month (unless agreed upon notice period is different).

QUARTERLY RENTAL: Give TEN days’ notice before the end of the current quarter (unless agreed upon notice period is different).

SIX MONTHS RENTAL: Give a 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 _____

Name _____ Name _____

Address _____ Address _____

City, State _____ City, State _____

Zip _____ Phone _____ Zip _____ Phone _____

Sincerely,

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____