

30-Day Notice of Intent to Vacate

Use this **30-day notice of intent to vacate form sample** to formally inform your landlord or property manager of your plan to move out. This template ensures clear communication and helps avoid misunderstandings by specifying your move-out date. Timely submission of this notice is essential for a smooth transition and to fulfill lease requirements.

Date:

Landlord/Property
Manager Name:

Property Address:

Tenant(s) Name(s):

Unit # (if applicable):

Intended Move-Out Date:

Dear,

This letter serves as my/our official 30-day notice of intent to vacate the property located at I/We plan to move out on or before, in accordance with the terms of the lease agreement.

Please advise me/us regarding the move-out procedures and any requirements for the return of the security deposit. If you need to schedule an inspection or have questions, you may contact me/us at

Thank you for your attention to this matter.

Tenant Signature(s)

Forwarding Address

Phone Number or Email