

Notice to Vacate Premises

This **Notice to Vacate Premises** form sample is designed to help tenants formally inform landlords of their intent to end a lease. It provides clear guidelines and essential information to ensure a smooth transition and avoid any misunderstandings. Using this template promotes effective communication and legal compliance during the lease termination process.

Date:

Landlord's Name:

Landlord's Address:

Tenant's Name(s):

Premises Address:

Intended Move-Out Date:

(Optional) Reason for Vacating:

Forwarding Address (for return of security deposit):

Notice Statement:

Dear [Landlord's Name],
This letter is to serve as formal notice of my/our intent to vacate the premises at [Premises Address] effective [Intended Move-Out Date], pursuant to the lease agreement and applicable notice requirements. Please contact me/us to arrange the move-out inspection and to discuss the return of the security deposit.



Tenant's Signature:

 Type name or sign here

Date: