

Notice to Vacate Form Sample for Roommate

A **notice to vacate form sample** for roommates provides a clear and formal way to inform your housemates about your intent to leave the shared living arrangement. This document helps ensure all parties are aware of the move-out date and any responsibilities or agreements regarding the lease termination. Using a standardized form can prevent misunderstandings and protect everyone's rights.

Sample Notice to Vacate Form for Roommates

Date:

To: Roommate(s) Name(s)

Address: Rental Address

Dear Roommate(s) Name(s),

I am writing to formally notify you of my intent to vacate the premises located at Rental Address. My planned move-out date is , in accordance with the lease agreement and required notice period.

Please let me know if there are any specific move-out procedures, cleaning duties, or other responsibilities I should be aware of prior to vacating. I want to ensure a smooth transition for everyone involved.

Forwarding Address (optional): Your New Address

Thank you for your cooperation. Please contact me if you have any questions or concerns.

Sincerely,

Your Name

Phone/Email

This sample form is provided for informational purposes only. You may need to customize it to fit your situation or any applicable lease agreement requirements.