

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:

Address:

Dear ,

I am writing to formally notify you of my intent to vacate the premises located at . 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):

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

Sincerely,

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.