

30-Day Notice to Vacate Sample Form

Use this **30-day notice form sample** to notify your landlord or property manager about your intent to vacate the rental property within 30 days. This legally binding document ensures clear communication and helps avoid any misunderstandings during the move-out process. Providing a timely and properly formatted notice protects both the tenant's and landlord's rights.

30-Day Notice of Intent to Vacate

Date:

MM/DD/YYYY

To (Landlord/Property Manager Name):

Name

Property Address:

Street Address, City, State, ZIP

From (Tenant Name):

Name

Tenant's Forwarding Address (if known):

Street Address, City, State, ZIP

Dear [Landlord/Property Manager's Name],

This letter serves as my formal 30-day notice of intent to vacate the above-listed property. My planned move-out date is MM/DD/YYYY. I will return the keys and leave the premises in good condition as per our lease agreement.

Please advise me of any next steps regarding move-out procedures, inspections, or return of my security deposit.

Signature:

Tenant's Signature

Date:

MM/DD/YYYY