

Notice of Intent to Vacate

Date: _____

To: [Landlord/Property Manager Name]

Address: [Landlord/Property Address or Office]

From: [Tenant Name(s)]

Rental Property Address: [Full Rental Address]

Dear [Landlord/Property Manager Name],

I/we hereby provide this written notice of intent to vacate the above-listed rental property effective **[Move-Out Date]**. This notice fulfills the required notice period as stated in the lease agreement.

Please use the following forwarding address for any future correspondence, including the return of the security deposit:

Forwarding Address:

I/we will leave the property in clean and good condition as required. Please contact me/us if an inspection or walkthrough is necessary prior to the move-out date.

Thank you for your attention to this matter.

Sincerely,

[Tenant Signature(s)]

[Printed Name(s)]

A **notice of intent to vacate form sample** with forwarding address allows tenants to formally inform landlords of their planned move-out date while providing a new address for future correspondence. This document helps ensure smooth communication and the proper handling of security deposits. Using a clear and complete form minimizes potential disputes and facilitates an efficient transition.