

Tenant's Notice of Intent to Vacate Rental Property

This **tenant's notice of intent to vacate rental property form sample** provides a clear and legally compliant template for tenants to formally notify landlords of their plan to leave the rental unit. It ensures proper communication and helps avoid disputes by documenting the move-out date and key terms. Using this form streamlines the transition process for both tenants and property managers.

Date:

To:

Landlord/Property Manager Name:

Address:

City, State, ZIP:

From:

Tenant Name(s):

Rental Property Address:

City, State, ZIP:

Notice of Intent to Vacate

Dear Landlord/Property Manager,

This letter serves as formal written notice of my (our) intention to vacate the rental unit at the address listed above. In accordance with the terms of my (our) lease agreement, I (we) am (are) providing days' notice. My (our) anticipated move-out date is: .

Please advise regarding the move-out process and the procedure for the return of my (our) security deposit. I (we) will ensure the property is left in good and clean condition as required by the lease agreement.

You may contact me (us) at or if you have any questions.

Sincerely,

Tenant Signature

Printed Name