

# 30-Day Notice of Intent to Vacate

Use this **30-day notice form** sample to efficiently notify your landlord of your intent to terminate your apartment lease. This template ensures you comply with lease terms and avoid potential disputes. Submitting a timely written notice is essential for a smooth move-out process.

**Date:** \_\_\_\_\_

**To:**

Landlord/Property Manager Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

**From:**

Tenant Name(s): \_\_\_\_\_

Current Apartment Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

**Subject:** 30-Day Notice of Lease Termination

Dear [Landlord/Property Manager Name],

This letter is to formally notify you that I/we will be terminating our lease and vacating the above-mentioned apartment on or before \_\_\_\_\_ (move-out date, 30 days from today).

In accordance with my/our lease agreement, I/we am providing this 30-day written notice. Please contact me/us if you would like to schedule a move-out inspection or if you need any further information.

Please forward my/our security deposit refund and any further correspondence to the following address (if different):

\_\_\_\_\_

\_\_\_\_\_

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Tenant Phone/Email