

State of _____

NOTICE OF INTENT TO VACATE

_____, 20____

VIA

- Personal Delivery**
- Substituted Delivery**
- Posted Delivery**
- First Class Mail**
- Registered Mail**
- Certified Mail**
- Other:** _____

Landlord: _____

Address: _____

RE: _____ [Lease agreement title] dated _____,
20____ for _____ [Property address] (the "Lease")

Dear _____ [Landlord]:

Pursuant to the Lease, this letter is to notify you that I/we intend to vacate the above referenced premises: (Check one)

- Before the expiration of the Lease term
- At the end of the Lease term

on _____, 20____. I am/we are terminating the Lease for the following reasons:

Please forward my/our security deposit as required under the Lease and state and local law, as well as all notices to:

Name: _____

Address: _____

Please feel free to contact me/us if you have any questions, or if I/we can provide any further information.

Sincerely,

Tenant's Signature

Tenant's Name

Tenant's Signature

Tenant's Name



PROOF OF SERVICE

I, the undersigned, being at least 18 years of age, declare under penalty of perjury under the laws of the State of _____ that I served a true copy of the attached Notice of Intent to Vacate as follows:

Date: _____

Name: _____

Address:

Method of Service (check all that apply):

- Personal delivery
- Substituted delivery
- Posted delivery
- First class mail
- Registered mail
- Certified mail

Signed by: _____

Print Name: _____

Date: _____



ACKNOWLEDGEMENT OF NOTARY PUBLIC

State of _____)

)

County of _____)

On this day, personally appeared before me, _____, to me known to be the person(s) described in and who executed the within instrument, and acknowledged that they signed the same as their voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed on this day of _____, 20_____.

Signature

Notary Public

My Commission Expires: _____

