

# NOTICE OF INTENT TO VACATE

**HOW TO USE:** All tenants whose names are on the rental lease, who have a deposit with the landlord, or who are paying rent, should sign the Intent to Vacate letter. If your lease contains a procedure or spells out termination requirements, you should follow those steps. Use this sample if your lease does not specify a procedure of notice to vacate.

**MAIL ONE COPY TO YOUR LANDLORD AND KEEP A COPY FOR YOURSELF FOLLOWING THESE MINIMUMS:**

**MONTH-MONTH TENANCY:** Give notice TEN days before the end of the current month (unless you and the landlord have agreed to any other notice period.)

**QUARTERLY RENTAL:** Give TEN days notice before the end of the current quarter (unless you and the landlord have agreed to any other notice period.)

**SIX MONTHS RENTAL:** Give ONE MONTH notice before you leave (even if you are leaving at the expiration of your lease.)

NOTICE OF INTENT TO VACATE

Landlord's Name \_\_\_\_\_

Address \_\_\_\_\_

I/WE \_\_\_\_\_, tenant(s)

at \_\_\_\_\_ intend to vacate

[Address/ Unit No.]

my/our rental unit on \_\_\_\_\_.

[Date]

\_\_\_\_\_ AM/PM on \_\_\_\_\_, or advise me/us as to an

[Time]

[Day/Date]

alternate date and time upon which we can mutually agree. The keys will be returned to you on

the last day of occupancy stated above. My/our deposit(s) and other correspondence should be

directed to the following address.

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

City, State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Sincerely,

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_