

OPSPLY TEMPLATES

# Notice to Vacate

Give or receive proper written notice at the end of a tenancy — two versions included for tenants and landlords.

**\$19**

One-Time

**2 Versions**

Tenant & Landlord

**<10 min**

To Complete

# Notice of Intent to Vacate

[TENANT FULL NAME]

[Current Address]

[City, State, ZIP]

[Email]

[Date]

[LANDLORD NAME / PROPERTY MANAGEMENT]

[Landlord Address]

[City, State, ZIP]

**Re: Notice of Intent to Vacate**

Property: [RENTAL ADDRESS]

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Dear [Landlord's Name],

This letter serves as my formal written notice of intent to vacate the above-referenced rental property. I plan to vacate on or before **[MOVE-OUT DATE]**, which is **[30/60] days** from the date of this letter, as required by my lease agreement.

I will leave the property in clean condition, consistent with normal wear and tear. Please advise on your preferred move-out inspection procedure and the process for returning my security deposit of \$\_\_\_\_\_.

My forwarding address for the deposit return is:

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Thank you for the tenancy. Please confirm receipt of this notice in writing.

Sincerely,

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[TENANT PRINTED NAME] / [DATE]

# Notice to Vacate (Landlord Issued)

[LANDLORD NAME / PROPERTY MANAGEMENT]

[Landlord Address]

[City, State, ZIP]

[Date]

[TENANT FULL NAME(S)]

[Rental Property Address]

[City, State, ZIP]

**Re: Notice to Vacate Premises**

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Dear [Tenant Name(s)],

This letter serves as your official **[30/60]-day notice** to vacate the premises located at the above address. You are required to vacate and surrender possession of the property on or before **[VACATE DATE]**.

**Reason for notice:** ☐ Lease non-renewal ☐ Owner move-in ☐ Sale of property ☐ Other:

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Please ensure the property is left in clean condition consistent with normal wear and tear. All keys, fobs, and access devices must be returned by the vacate date. A move-out inspection will be scheduled at mutual convenience.

Your security deposit of \$\_\_\_\_\_ will be returned within the time period required by [STATE] law, along with an itemized statement of any deductions.

Please confirm receipt of this notice by signing and returning the acknowledgment below.

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Landlord Signature / Date

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Tenant Acknowledgment / Date

**Legal disclaimer:** Required notice periods and permissible reasons for landlord-issued notices vary significantly by state and municipality. Consult a licensed attorney before issuing or responding to a formal notice.

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