

NOTICE TO VACATE

_____, _____, _____

Dear _____:

You are a tenant of _____ located at _____, _____, _____, _____ under a rental lease agreement made on _____ which will end on _____. This letter will serve as notice for you to vacate the property _____ before the end of the lease. The rent due, which amounts to _____, must be delivered to the Landlord on or before _____.

As a tenant, you also have the right to request and be present during the final inspection which is _____ before the expiration of the agreement, where an itemized list of deductions and charges for any repairs or damages made to the property shall be given to you. You will be allowed to remedy these defaults to avoid deductions from your security deposit. As part of the agreement, the Landlord may deduct from the security deposit for any missed rental fees, damages done to the property, or loss or excessive damage to furnishings within the property.

The Landlord may also access the property to show to prospective tenants, provided that the tenant has been informed beforehand.

Should you fail to vacate the property at the set date, there may be legal actions made against you.

Yours truly,

_____/_____/_____