

Notice of Intent to Vacate

Date: _____

To: _____

RE: Rental/lease Agreement dated on _____ for the _____ of a property located at _____ (known as the "Lease").

Dear _____

Pursuant to the lease agreement, this letter is to notify you that I intend to vacate the above-specified premises at the end of the Lease term on _____.

Please forward my security deposit and any and all notices, by hand or by mail, as required under the Lease and by state and local laws, to the following address.

Recipient: _____

Address: _____

Phone: _____

Email: _____

Please do not hesitate to contact me at the address and contact detail above, for any questions, additional information, or any concerns regarding the Lease or to any of its parts.

Sincerely,

Tenant's Signature

Name of Tenant

CERTIFICATE OF SERVICE

I hereby certify that on the _____ day of _____, 20____, I served this notice to _____ by

-delivering it personally to the person in possession.

-delivering it on the premises to a member of his/her family or household or an employee of suitable age and discretion with a request that it be delivered to the person in possession.

-first-class mail addressed to the person in possession.

Signature _____