

# Sample 30-Day Notice to Tenant

## 1. Landlord's Information

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

## 2. Tenant's Information

- Name: \_\_\_\_\_
- Address of Rental Property: \_\_\_\_\_
- Unit Number: \_\_\_\_\_

## 3. Notice Information

- Notice Date: \_\_\_\_\_
- Move-Out Date (30 Days from Notice): \_\_\_\_\_

## 4. Reason for Termination

- Reason for Move-Out: \_\_\_\_\_

## 5. Tenant Responsibilities

Task	Due Date	Status	Notes
Remove Personal Items	_____	<input type="checkbox"/> Complete	_____
Clean Rental Unit	_____	<input type="checkbox"/> Complete	_____

<b>Return Keys</b>	_____	<input type="checkbox"/> Complete	_____
<b>Final Inspection</b>	_____	<input type="checkbox"/> Complete	_____

### 6. Forwarding Address

- For Security Deposit Return: \_\_\_\_\_

### 7. Additional Instructions

- \_\_\_\_\_

### 8. Acknowledgment

- Landlord's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_