**Lease Termination Notice Form**

**Issued by:  
[ ] Landlord  
[ ] Tenant**

**Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_   
Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_**

**Property Address:**

**Termination Date:  
Proposed termination date of the lease: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for Termination:  
[ ] Lease term expiration  
[ ] Non-compliance with lease terms  
[ ] Mutual agreement  
[ ] Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Responsibilities Before Termination:**

1. **Outstanding Rent (if any): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Final Inspection Scheduled on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Security Deposit Adjustment: [ ] Full Refund [ ] Partial Deduction ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**Signature of Issuing Party:  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**