**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**