

60-Day Notice to Vacate Apartment Template

Tenant Details

- Full Name: _____
- Apartment Number: _____
- Apartment Complex Name: _____
- Phone Number: _____
- Email Address: _____

Landlord/Property Information

- Landlord's Name: _____
- Property Management Company: _____
- Contact Number: _____
- Email Address: _____

Lease & Move-Out Information

- Lease Start Date: _____
- Move-Out Date: _____
- Reason for Leaving:
 - Expired lease agreement
 - Job relocation
 - Change in financial situation
 - Other: _____

Apartment Move-Out Checklist

- I will clean the unit before vacating.
- All rental payments will be settled before moving out.
- Keys and access cards will be returned.
- I request a final inspection and refund of my deposit.

Tenant Signature: _____ Date: _____