

# 60-Day Notice to Vacate Template Word

## Tenant Information

- Full Name: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Rental Property Address: \_\_\_\_\_
- City, State, ZIP Code: \_\_\_\_\_

## Landlord/Property Management

- Landlord's Name: \_\_\_\_\_
- Property Management Company (if applicable):  
\_\_\_\_\_
- Landlord's Contact Number: \_\_\_\_\_
- Landlord's Email: \_\_\_\_\_

## Vacate Details

- Move-Out Date: \_\_\_\_\_
- Reason for Moving:
  - End of lease agreement
  - Property no longer meets needs
  - Personal or financial reasons
  - Other: \_\_\_\_\_

## Required Move-Out Actions

- The rental unit will be cleaned and returned in its original condition.
- All personal belongings will be removed.
- Outstanding payments will be settled before moving.
- I request a final inspection and security deposit refund.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_