

## Lease Termination Letter

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

**To:** \_\_\_\_\_.

(All Tenants and Occupants in possession of the Property)

The Property being located at: \_\_\_\_\_  
\_\_\_\_\_.

*Please score a black line through the non-applicable one.*

I am the (Tenant/ Landlord) and this is my official notice that the lease entered into on \_\_\_\_ day, \_\_\_\_\_ month, \_\_\_\_\_ year will be terminated on the \_\_\_\_ day, \_\_\_\_\_ month, \_\_\_\_\_ year and you must surrender possession of the Property on this date. Termination for the (Tenant/ Landlord) must be at least \_\_\_\_ days from the next payment date.

Upon the Tenant surrendering possession of the Property a move-out inspection shall be conducted by both parties on \_\_\_\_ day, \_\_\_\_\_ month, \_\_\_\_\_ year. After the move-out inspection of the Property, the security deposit of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) will be delivered to \_\_\_\_\_ at the following address \_\_\_\_\_ Zip code \_\_\_\_\_.

LANDLORD/ AGENT'S SIGNATURE \_\_\_\_\_

LANDLORD/ AGENT'S PRINTED NAME \_\_\_\_\_

### PROOF OF SERVICE

I certify that on \_\_\_\_ day, \_\_\_\_\_ month, \_\_\_\_\_ year I personally delivered the attached Eviction Notice to \_\_\_\_\_

*Please tick the applicable one.*

( ) personally at the following address \_\_\_\_\_.

( ) a person of suitable age and discretion at the following address \_\_\_\_\_.

( ) by first class mail to the following address \_\_\_\_\_.

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

DATE \_\_\_\_\_