State of [INSERT STATE]

**NOTICE OF INTENT TO VACATE**

[INSERT DATE]

Sent via [INSERT DELIVERY METHOD]

RE: [INSERT VACATING PROPERTY] [INSERT AGREEMENT TITLE] dated [INSERT DATE] (the “Lease”)

Dated: [INSERT CONTRACT DATE]

Dear [INSERT LANDLORD NAME],

This letter constitutes as notification of the termination of the Lease effective as of the [INSERT DATE]. This letter serves to notify you that [I] OR [we] intend to vacate [INSERT VACATING PROPERTY], in accordance with Lease terms. This vacation is effective as of the [INSERT VACATING DATE] [before the expiration of the Lease term] OR [at the end of the Lease term].

This termination notification is in accordance with the minimum notice period outlined within our Lease.

Unless explicitly stated otherwise or otherwise agreed in writing, each party has a duty to fulfil all of their outstanding obligations prior to termination.

The reason for the termination of the Lease is [INSERT TERMINATION REASON].

Please confirm receipt of this letter by way of reply. If you have any questions, do get in touch. I can be contacted by mobile at [INSERT NUMBER] or by email [INSERT EMAIL ADDRESS].

Please return [my] OR [our] security deposit as required under the Lease and state and local law, and all notices to:

Name: [INSERT NAME]

Address: [INSERT ADDRESS]

Thank you in advance for your cooperation.

Kind regards,

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Tenant’s Signature** |  | **Tenant’s Full Name** |
|  |  |  |
| **Tenant’s Signature** |  | **Tenant’s Full Name** |

**PROOF OF SERVICE**

I, the undersigned, am at least 18 years of age, declare under penalty of perjury under the laws of the State of [INSERT STATE] that I served a true copy of the attached Notice of Intent to Vacate as follows:

Date: [INSERT DATE]

Name: [INSERT NAME]

Address: [INSERT ADDRESS]

Method of Service: [INSERT METHOD OF SERVICE]

Signed by

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature** |  | **Full Name** |

**NOTARY OF ACKNOWLEDGEMENT**

State of: [INSERT STATE]

Country of: [INSERT COUNTRY] (**Seal**)

This Notice of Intent to Vacant was acknowledged on the [INSERT DATE] by the undersigned, [INSERT UNDERSIGNED NAME], who has satisfactorily proven to me to be the person whose name is subscribed to this document.

Witness my hand and official seal hereto affixed on this day of [INSERT DATE].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notary Public**

**My Commission Expires on the:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_