

NOTICE OF INTENT TO VACATE

[Your Name]

[Current Address of Your Apartment, unit number]

[City, State, ZIP Code]

[Date] (Make sure that the date of your letter is at least 30 days from your scheduled move-out date. If your rental agreement requires that you have to provide a different length of notice, be careful to note this.)

[Landlord Or Apartment Company's Name]

[Landlord's Address as stated on your lease]

[City, State, and ZIP Code]

Re: Notice of Intent to Vacate

Dear [Landlord's name/Property Manager's name/Apartment Manager's name]

As stipulated by my rental agreement, I am providing this letter as a [specified number]-day notice that I will be moving out of my apartment on [date], terminating my lease that began on [date]. This written notification shall serve as my official intent to vacate the premises.

[if you're breaking the lease because there are issues with the apartment or the landlord somehow defaulted on the agreement, state them here.]

I will deliver the keys for the property to the main office on or before the date indicated above. Please contact me at [phone number] to schedule a walk-through inspection. Please send my deposit and any other money owed to me to the forwarding address below.

[Enter your new address]

If for any reason, you believe the security deposit should be held back as per the rental agreement, please contact me with an itemized list.

If any other questions or issues arise, please feel free to contact me on [email] or [phone]

Sincerely,

[Your name]

[Your signature]

