

# Notice to Vacate Template

Copy and paste the sample letter below

[Full Name]

[Phone Number], [Email]

[Leading Office Address]

[City, State, Zip Code]

## \_\_ Day Notice to Vacate

Tenant Name(s): \_\_\_\_\_

Rental Address: \_\_\_\_\_

Date of Notice: \_\_\_\_\_

Dear \_\_\_\_\_,

To the above tenant and all others in possession of the described premises. You are hereby given notice to quit, vacate, and deliver possession of the above premises within \_\_ days from the service of this notice.

(Optional) You are being vacated for the following reason(s):

It is understood and agreed upon in the lease signed [ \_\_ / \_\_ / \_\_\_\_ ] that the tenant is responsible for all repairs and cleaning to restore the above premises to move-in condition (after accounting normal wear and tear).

If failure, refusal, or neglect to complete rent payments, cure the breach, or vacate said premises within \_\_ **days** from this service notice, the leasing office and property management of \_\_\_\_\_ will take legal action as the law requires to evict you and all others from the premises.

Your security deposit of \$ \_\_\_\_\_ will be returned in full, partially, or not at all depending on the condition of the premises.

Landlord Name: \_\_\_\_\_

Landlord Address: \_\_\_\_\_

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