

Notice to Vacate Checklist

Action Checklist — ClearLegalTips.com (2026)

End the tenancy cleanly and protect your deposit.

Step 1 — Confirm Timing

- ☐ Checked your state/lease required notice period
- ☐ Set a move-out date that aligns with the end of a rental period

Step 2 — Write

- ☐ Chose the tenant or landlord version
- ☐ Stated the move-out date and referenced the lease
- ☐ Tenant: added a forwarding address and inspection request

Step 3 — Deliver

- ☐ Delivered in writing by a provable method (certified mail / signed acknowledgment)
- ☐ Kept a copy and proof of delivery

Step 4 — Move-Out

- ☐ Attended the move-out inspection
- ☐ Took dated photos/video of the unit
- ☐ Confirmed the deposit-return deadline in your state

INSTRUCTIONS FOR USE

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