

NOTICE TO VACATE

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NOTICE TO VACATE

Choose the version that applies and delete the other.

Version A — Tenant to Landlord

[DATE] To: [LANDLORD NAME / ADDRESS]

This is my written notice that I will vacate the rental at [RENTAL ADDRESS] on [MOVE-OUT DATE], in accordance with my lease and [STATE] law.

Tenant name(s): _____

Forwarding address (for the security deposit): _____

☐ I request a move-out inspection

Tenant signature / date: _____

Version B — Landlord to Tenant

[DATE] To: [TENANT NAME / ADDRESS]

This is notice that your month-to-month tenancy at [RENTAL ADDRESS] will terminate and you must vacate on or before [MOVE-OUT DATE], which is at least [30/60] days from the date of this notice.

Reason (if required in just-cause areas): _____

Move-out instructions / inspection offer: _____

Landlord signature / date: _____

Notice Period

Required notice in your state/lease (e.g., 30 days): _____

INSTRUCTIONS FOR USE

Complete the bracketed fields, delete anything that does not apply, sign, and keep with your records. This template is provided for informational purposes only and does not constitute legal advice. Laws vary by state and change over time. Have an attorney review your completed document before relying on it. ClearLegalTips.com is not a law firm.