

# INTENT TO VACATE NOTICE OF INTENT TO VACATE

**State of [STATE] Date of Notice:**

**TO:** [LANDLORD S NAME OR PROPERTY MANAGER] [LANDLORD S ADDRESS FOR NOTICES]

**FROM:** [TENANT NAME] Current address: [PREMISES ADDRESS]

**RE:** Rental Premises at [PREMISES ADDRESS] — Lease dated

## Notice of Intent to Vacate

**PLEASE TAKE NOTICE** that the undersigned Tenant (together with any co-tenants named above) hereby gives formal written notice of intent to terminate the month-to-month tenancy at the above-referenced premises (the "Premises") and to vacate and surrender possession of the Premises on or before \*\*\*\* (the "Move-Out Date").

This Notice is given at least **30 days** before the Move-Out Date, consistent with the lease or rental agreement dated (the "Rental Agreement") and applicable law of the State of [STATE].

## Tenant's Obligations Through Move-Out

Tenant will:

(a) pay rent of \*\*\*\* per month, pro-rated if applicable, through the Move-Out Date; (b) continue to comply with all terms of the Rental Agreement until surrender; (c) leave the Premises in broom-clean condition, free of Tenant's personal property, with ordinary wear and tear excepted; (d) return all keys, access fobs, garage remotes, and mailbox keys to Landlord on or before the Move-Out Date; and (e) provide a forwarding address for return of the security deposit.

## Forwarding Address

Security deposit refund and any post-tenancy correspondence should be sent to:

| *[YOUR FORWARDING ADDRESS FOR SECURITY DEPOSIT]*

## Request for Joint Move-Out Inspection

Tenant hereby **requests a joint move-out walkthrough inspection** of the Premises at a mutually agreeable time on or near the Move-Out Date. Tenant asks that Landlord contact Tenant at the phone number or email address above to schedule the inspection. During the walkthrough, Tenant requests that

Landlord identify any claimed defects, damage, or cleaning concerns so that Tenant has the opportunity to remedy them before surrender.

### **Demand for Return of Security Deposit**

Tenant hereby **demands return of the security deposit** of **\$0.00** paid in connection with the Rental Agreement, less only lawful deductions for unpaid rent and for damage to the Premises beyond ordinary wear and tear, with a written itemized statement of any deductions, in accordance with applicable state law. Landlord should remit the refund to the forwarding address below.

### **Delivery of This Notice**

This Notice is being delivered to Landlord by: **certified mail, return receipt requested**.

**Mail delivery note.** When this Notice is delivered by mail, many states add additional days for mail transit when counting the notice period. Tenant has selected a Move-Out Date that accounts for such add-on days where applicable.

### **Signature**

Executed on .

### **Tenant**

\_\_\_\_\_ PRINTED NAME  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ SIGNATURE  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ DATE  
\_\_\_\_\_

### **Proof of Delivery**

#### **State of [STATE]**

I declare under penalty of perjury under the laws of the State of [STATE] that on the date stated below I delivered the foregoing Notice of Intent to Vacate to the Landlord identified above, at the address stated above, by the following method:

- Personal delivery.
- **Certified mail, return receipt requested** — deposited in the United States Mail with postage prepaid. USPS tracking number: \_\_\_\_\_.
- First-class mail.

- Email.
- Posting and mailing.

I declare under penalty of perjury that the foregoing is true and correct.

**Tenant (Declarant)**

\_\_\_\_\_ PRINTED NAME

\_\_\_\_\_ SIGNATURE

\_\_\_\_\_ DATE