**LETTER OF INTENT TO VACATE**

[TENANT NAME]

[TENANT ADDRESS]

[TENANT CITY, STATE, ZIP CODE]

Effective Date: [DATE]

[LANDLORD NAME]

[LANDLORD ADDRESS]

[LANDLORD CITY, STATE, ZIP CODE]

**RE: Intent to Vacate Rental Unit**

**I. The Tenant**: [TENANT NAME] (the “Tenant”).

**II. The Landlord**: [LANDLORD NAME] (the “Landlord”).

**III. Address of Premises**: [TENANT ADDRESS] (the “Premises”).

**IV. Lease Termination**: This letter of intent is meant to notify the Landlord that the Tenant intends to terminate their lease dated the [DATE].

**V. Vacate Date**: The Tenant shall vacate the Premises within [NUMBER] days of delivering this letter.

**VI. Security Deposit**: The Landlord shall return the security deposit, minus any deductions, to the following address: [TENANT FORWARDING ADDRESS].

**VII. Move-Out Inspection**: Both the Tenant and Landlord should inspect the Premises on the final date of occupancy or on any date agreed upon by the parties.

**VIII. Utilities**: The Tenant will arrange to turn off all utilities upon move-out. If the Landlord wishes to transfer the accounts to their name, they should notify the Tenant as soon as possible.

Tenant’s Signature [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/)

**PROOF OF SERVICE**

I, the undersigned, being at least 18 years of age, declare under penalty of perjury that I served the above letter of intent, of which this is a true copy, on the Landlord in the manner(s) as indicated below:

[ ]  - Hand-delivered on the [DATE].

[ ]  - Hand-delivered on the [DATE], to a member of the Landlord’s family or household, or to an employee of suitable age and discretion, with a request that the letter be delivered to the Landlord.

[ ]  - Sent by certified mail on [DATE].

Signature [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/)