

# LETTER OF INTENT TO VACATE

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

## RE: Intent to Vacate Rental Unit

I. **The Tenant:** \_\_\_\_\_ (the "Tenant").

II. **The Landlord:** \_\_\_\_\_ (the "Landlord").

III. **Address of Premises:** \_\_\_\_\_ (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 \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

V. **Vacate Date:** The Tenant shall vacate the Premises within \_\_\_\_ days of delivering this letter.

VI. **Security Deposit:** The Landlord shall return the security deposit, minus any deductions, to the following 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 \_\_\_\_\_

## 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 \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

- Hand-delivered on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, 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 \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature \_\_\_\_\_

