

NEW YORK LEASE TERMINATION LETTER

In Accordance with § 232-b

(Check One)

- I am your Landlord and this is the Tenant's official notice that their lease dated on the ____ day of _____, 20__ will be terminated on the ____ day of _____, 20__. Termination by the Landlord must be at least one (1) month from the next payment date.

- I am your Tenant and this is the Landlord's official notice that their lease dated on the ____ day of _____, 20__ will be terminated on the ____ day of _____, 20__. Termination by the Tenant must be at least one (1) month from the next payment date.

After I move out, please mail the security deposit to:

Street Address _____ City of _____

State of _____ Zip Code _____

The day of move-out, both parties should walk through the apartment to perform the move-out inspection. The time for this should be on the termination date or on any date agreed upon by landlord and tenant.

Tenant agrees to arrange for all of the utilities to be TURNED OFF upon move-out. If the landlord would like to transfer the accounts to their name they should inform the tenant as soon as possible.

Signature _____

Print Name _____



Certificate of Service

I certify that on _____, a copy of this Termination Letter was served on _____ at the indicated address by:

- Delivering it personally to the person in possession.
- Delivering it on the premises to a person of suitable age and discretion who resides or is employed at the premises, **and** mailing a copy addressed to the person in possession.
- Affixing a copy to a conspicuous part of the premises or under the entrance door, **and** mailing a copy addressed to the person in possession.

Signature of Deliverer _____

