**LEASE TERMINATION LETTER**

(FOR MONTH-TO-MONTH TENANCY)

Effective Date: [DATE]

**RE: NOTICE TO TERMINATE LEASE**

Dear [RECIPIENT'S NAME],

I, [SENDER'S NAME], as your  Landlord  Tenant am sending this letter as official notice with the intention of terminating the lease dated on [DATE]. In accordance with governing law, the lease shall be terminated upon [#] days from the date you receive this notice.

If any refundable deposits were made by the Tenant, they shall be disbursed to: (check one)

- A mailing address to be provided later by the Tenant.

- The mailing address of: [MAILING ADDRESS].

In addition, the Landlord and Tenant agree to the following:

* It is recommended that both the Landlord and Tenant perform a move-out inspection of the premises to inspect any damage (less wear and tear);
* All possessions are required to be removed from the premises within the notice period; and
* The Tenant agrees to arrange for all utilities to be turned off upon move-out.

**Sender’s Signature**: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AFFIDAVIT OF SERVICE**

County of [COUNTY]

State of [STATE]

Date: [DATE]

**I. SERVER**. I, [SERVER'S NAME] (“Server”), declare under penalty of perjury that the following documents were delivered and served in the following manner:

**II. DOCUMENTS**. The documents served are described as a Lease Termination Letter.

**III. RECIPIENT**. The above-mentioned documents were delivered to:

1. Defendant/Respondent: [RECIPIENT'S NAME] (“Recipient”)
2. Address/Location: [ADDRESS/LOCATION]
3. Date & Time: [DATE] Time: [TIME]  AM  PM

**IV. DELIVERY**. The Recipient received the documents by: (check one)

- **Mail.** The Server sent the documents in the mail by: (check one)

- Standard Mail

- Certified Mail (with return receipt)

- FedEx

- UPS

- Other

- **Direct Service**. The Server handed the documents to a person identified as the Recipient.

- **Someone at the Residence**. The Server handed the documents to someone who identified as living at the residence and stated their name is: [PERSON'S NAME]

- **Someone at the Workplace**. The Server handed the documents to someone who identified to be the Recipient’s co-worker and stated their name is: [PERSON'S NAME].

- **Leaving at the Residence**. The Server left the documents in the following area: [PERSON'S NAME].

- **Recipient Rejected Delivery**. The Server delivered the documents to the Recipient in-person and did not accept delivery.

- **Other**. [OTHER].

**V. VERIFICATION**. I declare under penalty of perjury under the laws located in this State that the foregoing is true and correct.

**Server’s Signature**: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_