

NOTICE OF LEASE TERMINATION

Date: [date you deliver this letter]

To (Landlord or property manager): [full name or company name]

Address: [landlord's notice address, as stated in the lease]

From (Tenant or Tenants): [full names of every tenant on the lease]

Rental property: [street address, unit number, city, state, ZIP]

Lease dated: [date the lease was signed] **Current lease end date (if any):** [date]

Dear [Landlord's name],

This letter is my written notice that I am ending my tenancy at the rental property above.

1. Type of notice

Tick the one that applies:

☐ **End of lease term.** My lease ends on [date], and I will not renew it or stay on month to month.

☐ **Month-to-month tenancy.** I am ending my month-to-month tenancy. This notice is given at least [number] days before the end of the rental period, as my agreement and state law require.

☐ **Early termination under my lease.** I am using the early termination clause in section [number] of my lease. As that clause requires, I will [pay the early termination fee of \$ amount / give the required notice / other: describe].

☐ **Military orders (Servicemembers Civil Relief Act).** I am ending my lease under 50 U.S.C. § 3955. A copy of my military orders is attached. I understand that for a lease with monthly rent, termination takes effect 30 days after the next rent due date after you receive this notice, and that no early termination charge may be imposed.

☐ **Request to end early by mutual agreement.** I am asking to end my lease early on the date below. If you agree, please sign and return the acceptance at the end of this letter or send me a separate written agreement.

2. Termination and move-out date

My tenancy will end on **[termination date]**. I will move out, remove my belongings and return the keys on or before that date.

Rent will be paid through [date]. ☐ I will pay the final rent as usual. ☐ I have prepaid rent through [date].

3. Move-out inspection

I would like to be present for the move-out inspection. Please contact me to arrange a time on or before [date]. I will leave the unit clean and in the same condition as when I moved in, except for normal wear and tear.

4. Security deposit and forwarding address

Please return my security deposit of [\$ amount], with any itemized list of deductions, within the time required by state law, to:

[forwarding street address, city, state, ZIP]

Preferred method: ☐ Check by mail to the address above ☐ Electronic transfer to [account details to be provided separately] ☐ Other: [describe]

5. Keys, access and utilities

I will return [number] keys, [number] garage or gate remotes and [number] access cards by [method, for example "handing them to you at the walk-through" or "leaving them in the office drop box"].

Utilities in my name will be ended on [date]. ☐ Please let me know if you need me to keep any utility on for showings or repairs until then.

Between now and my move-out date, you may show the unit to prospective tenants or buyers with [number] hours' notice, or the notice required by my lease or state law, whichever is longer.

6. Contact information

Until I move out, please contact me at:

Phone: [number]

Email: [email]

After [date], please use my forwarding address above and the email address listed.

Thank you for your help with the move-out. Please confirm in writing that you have received this notice.

Sincerely,

Signatures

Tenant

Signature: _____

Name: [full name]

Date: [date]

If more than one tenant is on the lease, copy the signature block above so each tenant signs. Keep a copy of this letter and proof of how and when you delivered it.

Landlord's acknowledgment (optional). Landlord confirms receipt of this notice on [date] and, for a request to end early by mutual agreement, ☐ agrees ☐ does not agree to the termination date above. Landlord's name and initials: [name, initials]. An agreement to end early should also be confirmed in a separate written document signed by the landlord and every tenant.

Attachments (tick all that apply): ☐ Copy of military orders ☐ Copy of lease page with early termination clause ☐ Other: [describe]