

Notice to Vacate

General-purpose form, not legal advice. Landlord and tenant law varies by state and city — check your state's requirements before relying on this form.

Two versions. Use Version A when a resident is giving notice that they are leaving. Use Version B when a landlord is giving notice that a tenancy will not continue. Complete only the version that applies, then complete the delivery record at the bottom on the day the notice is given. This is not an eviction notice — a notice served for unpaid rent or a breach of the lease is a different document with its own legal requirements.

PROPERTY AND PARTIES

PROPERTY ADDRESS

UNIT OR ROOM

DATE OF THIS NOTICE (MM/DD/YYYY)

ALL RESIDENTS NAMED ON THE LEASE

LANDLORD OR MANAGER

CONTACT PHONE OR EMAIL

NOTICE PERIOD THE LEASE REQUIRES (DAYS)

VERSION A — RESIDENT'S NOTICE THAT THEY ARE LEAVING

I am giving notice that I intend to end my tenancy at the property above. My final day in the property will be the date below. I understand rent remains due through that date under the terms of my lease, and that I remain responsible for returning all keys and access devices and for leaving the property in the condition required by the lease.

LAST DAY IN THE PROPERTY (MM/DD/YYYY)

REASON FOR LEAVING (OPTIONAL)

FORWARDING ADDRESS FOR THE DEPOSIT AND FINAL STATEMENT

BEST PHONE

BEST EMAIL

RESIDENT SIGNATURE

PRINTED NAME

DATE (MM/DD/YYYY)

RESIDENT SIGNATURE

PRINTED NAME

DATE (MM/DD/YYYY)

VERSION B — LANDLORD'S NOTICE THAT THE TENANCY WILL END

This is notice that your tenancy at the property above will end on the date below and will not continue past that date. Rent remains due through that date under the terms of your lease. Please return all keys and access devices and leave the property in the condition the lease requires. This notice is given in accordance with the lease and applicable law.

TENANCY ENDS ON (MM/DD/YYYY)

DAYS OF NOTICE GIVEN

WHERE KEYS SHOULD BE RETURNED

LANDLORD OR MANAGER SIGNATURE

PRINTED NAME

DATE (MM/DD/YYYY)

MOVE-OUT ARRANGEMENTS

☐ A move-out walkthrough has been scheduled

☐ The resident will be present at the walkthrough

☐ A forwarding address has been provided

☐ The deposit statement will be sent to that address

WALKTHROUGH DATE (MM/DD/YYYY)

WALKTHROUGH TIME

KEYS DUE BY

DELIVERY RECORD — COMPLETE ON THE DAY THE NOTICE IS GIVEN

☐ Hand delivered to the resident

☐ Posted on the door of the property

☐ Sent by mail (keep the receipt)

☐ Sent by email or another method the lease allows

DELIVERED ON (MM/DD/YYYY)

DELIVERED BY

DELIVERED TO

NOTES ON DELIVERY
