FROM (LANDLORD OR PROPERTY MANAGER) **DATE**

Name _____ _____

Address _____

Phone / email _____

30 Day Notice to Vacate

LANDLORD NOTICE ENDING A MONTH TO MONTH TENANCY

To (tenant names): _____

Property address and unit: _____

NOTICE

You are notified that your month to month tenancy of the rental above will end on _____. You must move out, remove your belongings and return all keys by _____ on that date.

This notice gives _____ days of notice under your rental agreement and the law of _____. It is not an eviction notice for unpaid rent or a lease violation.

RENT AND MOVING OUT

Last rent payment due ($): _____ **Due date:** _____

Security deposit held ($): _____ **Return keys to:** _____

Please give me your forwarding address in writing. I will return the security deposit, or send a list of deductions, within the time your state law requires.

Move out inspection: you may contact me to schedule a walk through at _____.

REASON (ONLY IF YOUR STATE OR CITY REQUIRES ONE)

_____

Landlord signature: _____ **Date:** _____

Printed name: _____

DELIVERY RECORD (KEEP A COPY)

☐ Hand delivered ☐ First class mail ☐ Certified mail ☐ Posted on door ☐ Email (if allowed)

Date delivered: _____ **Delivered by:** _____

Instructions for the landlord

Keep this page. Do not send it to the tenant.

WHAT THIS NOTICE IS

A written notice that ends a month to month tenancy. It is not an eviction notice for unpaid rent or a lease violation, which follow different rules.

BEFORE YOU SEND IT

- Check your state notice period. Many states require 30 days, some require more for longer tenancies, and some cities require a reason (just cause) or a specific form.
- Count the days from the date the tenant receives the notice, and pick an end date that gives at least the full notice period.
- Fill in the reason section only if your state or city requires one.

HOW TO DELIVER IT

- Use a method your state allows: hand delivery, first class or certified mail, or posting on the door and mailing a copy.
- Tick the method and date in the delivery record, and keep a copy.

FREE GUIDE

Notice periods in all 50 states: simplerentledger.com/notice-to-vacate/