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

Name _____ _____

Address _____

Phone / email _____

Notice of Lease Termination

WRITTEN NOTICE THAT THE TENANCY WILL END

To (all tenants on the lease): _____

Rental address and unit: _____

1. NOTICE

This letter is your written notice that your tenancy at the address above will end. The box that applies is checked:

☐ Your month to month tenancy will end on the date below.

☐ Your lease will not be renewed. It ends on its end date, shown below.

☐ Other (describe below)

Last day of the tenancy: _____ **Days of notice given:** _____

Other or reason (only if your state or city requires one): _____

2. RENT AND MOVING OUT

Rent remains due as usual through the last day. Monthly rent: $ _____

Please return all keys to: _____

Move out inspection (date and time): _____

Please send your forwarding address by: _____

Your security deposit will be returned or accounted for as your state law requires after you move out.

3. SIGNATURE

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

Use it only to end a tenancy at the end of its term or with proper notice. It is not an eviction notice for unpaid rent or lease violations, which follow different rules.

NOTICE PERIODS DIFFER BY STATE

- Texas: at least 1 month for a month to month tenancy, unless the lease says otherwise.
- Florida: at least 30 days before the end of a monthly rental period.
- California: 30 days, or 60 days if the tenant has lived there a year or more, and a just cause reason after 12 months unless the rental is exempt.
- Check your state and city rules and your lease before you send it.

HOW TO DELIVER IT

- Use a method your lease and state allow, tick it in the delivery record, and keep a copy.

FREE GUIDE

simplerentledger.com/lease-termination-letter/