**LETTER OF INTENT**

*TO VACATE*

Date: [MM/DD/YYYY]

[TENANT NAME]

[TENANT ADDRESS]

[TENANT CITY, STATE, ZIP CODE]

[LANDLORD NAME]

[LANDLORD ADDRESS]

[LANDLORD CITY, STATE, ZIP CODE]

**RE: Intent to Vacate Rental Unit**

1. **THE TENANT**. [TENANT NAME] (the “Tenant”).
2. **THE LANDLORD**. [LANDLORD NAME] (the “Landlord”).
3. **LOCATION OF PROPERTY**. [TENANT ADDRESS] (the “Premises”).
4. **TERMINATION OF LEASE**. The purpose of this Letter is to inform the Landlord that the Tenant intends to terminate their lease, dated the [MM/DD/YYYY].
5. **VACATE DATE**. The Tenant shall vacate the premises no later than [MM/DD/YYYY], which is [NUMBER] days following the delivery of this letter.
6. **UTILITIES**. The Tenant shall be responsible for turning off all utilities when they move out. The Landlord must inform the Tenant in a timely manner if they wish to transfer the accounts to their name.
7. **SECURITY DEPOSIT**. The security deposit shall be returned to the following address, in full or minus any deductions: [TENANT FORWARDING ADDRESS].
8. **MOVE-OUT INSPECTION**. The Landlord and Tenant agree to inspect the Premises together on the final date of occupancy or on another date that is convenient for both parties.

Tenant’s Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/)

Print Name: [TENANT PRINTED NAME]