

LETTER OF INTENT

TO VACATE

Date: _____

RE: Intent to Vacate Rental Unit

- 1. THE TENANT.** _____ (the "Tenant").
- 2. THE LANDLORD.** _____ (the "Landlord").
- 3. LOCATION OF PROPERTY.** _____
(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 _____.
- 5. VACATE DATE.** The Tenant shall vacate the premises no later than _____, which is ___ 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:

- 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: _____

Print Name: _____