**LEASE TERMINATION LETTER**

**(FOR MONTH TO MONTH LEASE)**

Please check one of the following:

☐ - I am your Landlord and this is the official notice to the tenant that the lease dated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be terminated on date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Termination for the Landlord must be at least \_\_\_\_\_ days before the lease termination date.

☐ - I am your Tenant and this is the official notice to the landlord that their lease dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be terminated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Termination for the Tenant must be at least \_\_\_\_\_\_ days from the next payment date.

After I move-out, please mail the security deposit to:

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The day of move-out, both parties should walk through the apartment to perform the move-out inspection. The time for this should be on the termination date or on any date agreed upon by landlord and tenant.

Tenant agrees to arrange for all utilities to be turned-off at the latest on the move-out date. If the landlord would like to transfer the utilities accounts to their name, the landlord should inform the tenant within \_\_\_\_\_days of move-out date.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTICE DATE CERTIFICATION**

I certify that on **[DATE]**, I served this notice

to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by

☐ - delivering it personally to the person in possession.

☐ - delivering it on the premises to a member of his/her family or household or an employee of suitable age and discretion with a request that it be delivered to the person in possession.

☐ - first-class mail addressed to the person in possession.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_