

Notice to Vacate – Template

[Property Address, Unit Number]

[City, State, Zip]

[Today's Date]

Dear [Property Manager's Name],

Please accept this letter as written notice of my intention to vacate my apartment at [Property Address] on [Date of Planned Move]. Per the lease agreement, this letter fulfills the [Number of Days to Vacate]-day notice requirement.

I would like to schedule a move-out walkthrough in the week prior to my move for an inspection of my apartment. Please contact me at [Your Phone Number] to schedule the walkthrough. I believe that the apartment is in good condition and my security deposit of \$_____ should be refunded in full. Please send my security deposit to my new address.

My forwarding address will be: [New Property Address, Unit Number] [City, State, Zip]

Thank you for your time and consideration on the above matter.

Sincerely,

[Your Signature]

[Your Full Name]

[Your Phone Number or Email]



Different states and municipalities may have different policies regarding apartment and renter communications. Be sure to research and amend any necessary clauses to provided templates in accordance with local laws.

© 2024 CoStar Group. All Rights Reserved.