NOTICE OF INTENT TO VACATE

Please accept this letter as my written notice that I will move out of the rental property above.

Move-out date	
Forwarding address	

This notice is given at least **30** days before my move-out date.

Please return my security deposit, with any itemized statement of deductions, to my forwarding address above.

I would like to be present at the move-out inspection. Please contact me to set a time.

Thank you. Please contact me if you have any questions.

Sincerely,

Tenant's signature

RECORD OF DELIVERY (FILLED IN BY THE TENANT)

☐ Handed to the landlord ☐ Sent by first-class mail ☐ Sent by certified mail ☐ Sent by email

Date delivered _____ Delivered by _____ Signature _____