horizontal line

**Notice to Vacate Apartment**

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]**

**[Date]**

**[Landlord’s Name]  
[Landlord’s Address]  
[City, State, ZIP Code]**

### **Subject: Notice to Vacate Apartment**

**Dear [Landlord’s Name],**

**I am writing to inform you of my decision to vacate the apartment located at [Rental Property Address]. My intended move-out date is [Move-Out Date], fulfilling the notice period stipulated in our lease agreement.**

### **Notice Details:**

* **Tenant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Apartment Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Move-Out Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Forwarding Address:**
  + **Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **City, State, ZIP Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Reason for Leaving (Check one):**

* **Job transfer**
* **Family reasons**
* **Financial reasons**
* **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Move-Out Process Checklist:**

| **Task** | **Completed (Yes/No)** |
| --- | --- |
| **Clean the apartment** | **[ ] Yes [ ] No** |
| **Repair any damages** | **[ ] Yes [ ] No** |
| **Return all keys** | **[ ] Yes [ ] No** |
| **Provide forwarding address** | **[ ] Yes [ ] No** |

**I would appreciate guidance on any additional steps needed for a smooth transition and the return of my security deposit.**

**Thank you for your assistance.**

**Sincerely,  
[Your Signature]  
[Your Name]**