

TERMINATION NOTICE

TO: _____
(Owner/Manager/Agent)

(Date)

1. Please be advised that this constitutes my written notice to terminate my tenancy agreement and vacate the rental unit I now occupy located at:

_____.

2. Request you schedule a pre-inspection of the rental unit on _____ (date), at a mutually convenient time, in order to advise me of what I must do to terminate this unit and obtain a refund of the security deposit in the amount of \$_____.

3. Request a final inspection of the unit at _____ (time) on _____ (date) so that we may go through the unit together to ensure it meets your standards of cleanliness. I will turn in the keys to the rental unit at that time.

4. Forwarding address: _____

Sincerely,

(Printed Name and Signature of Resident)

I acknowledge receipt of termination notice.

(Printed Name and Signature of Owner/Manager/Agent)

(Date)