

**LEASE TERMINATION NOTICE
FOR FORMER EMPLOYEE**

October 14, 2008
(date)

Thomas J. Jones and Martha K. Jones¹
(names of all residents)

2001 Memory Lane, Apartment 531
(Apartment street address & number)

Tampa, Hillsborough County, FL 33617

Due to the termination of Thomas J. Jones'² employment you must vacate your apartment not later than 15³ days from delivery of this notice. You must pay \$12.90 per day as rent until you vacate the apartment. If you do not vacate within the time required you will owe double rent for the holdover period plus any eviction costs incurred by us.

Trouble Creek Apartments

(community name)

7500 – 56th Street

Manager
(street address)

Tampa, FL 33617
(city)

/s/ Katherine Smith

(signature)

Katherine Smith,

(name and title)

555-1234
(telephone number)

I CERTIFY THAT I DELIVERED THIS NOTICE TO THE ABOVE ADDRESSED PERSON (S) IN THE MANNER INDICATED BELOW ON: October 14, 2008 :
(date)

[] Handed to _____, or

[x] Left at the premises in the absence of tenant(s), and/or

[x] Sent first class mail (add 5 days to expiration date if mailed only)

Hand delivered or mailed by:⁴

/s/Katherine Smith

(signature of person
who delivered)

¹ Put full names of employees and any adults living with him or her.

² If employee is only adult in apartment "your" should be put here.

³ Comply with the termination requirements of any lease or occupancy agreement if there is one. If no agreement to the contrary, an employee who is paid weekly must be given at least 7 days' notice. One who is paid monthly must be given at least 15 days' notice. The statute does not specify, but one who is paid every two weeks probably should be given 14 days' notice. Notice must be in writing.

⁴ The delivery certification should be completed on management's copy and signed by the person who delivers after delivery. Certification need not be filled in on tenant's copy. Only one of the indicated methods of delivery is required. Notice may be **left** at the premises **only in the absence** of the tenant(s). If left, it is better to leave in a conspicuous place inside the front door rather than attached to the door. If sent only by mail, first class mail should be

use, and 5 days must be allowed for delivery.

**LEASE TERMINATION NOTICE
FOR FORMER EMPLOYEE**

(date) _____

(names of all residents) _____

(Apartment street address & number) _____

(city, county, state, zip) _____

Due to the termination of _____ employment you must vacate your apartment not later than _____ days from delivery of this notice. You must pay \$_____ per day as rent until you vacate the apartment. If you do not vacate within the time required you will owe double rent for the holdover period plus any eviction costs incurred by us.

(community name) _____

(signature)

(street address) _____

(name and title)

(city) _____

(telephone number)

I CERTIFY THAT I DELIVERED THIS NOTICE TO THE ABOVE ADDRESSED PERSON (S) IN THE MANNER INDICATED BELOW ON: _____:
(date)

- [] Handed to _____, or
- [] Left at the premises in the absence of tenant(s), and/or
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