

AMERICANA

PROPERTY MANAGEMENT

Notice to Vacate

1. **THE TENANT.** _____ (the "Tenant").
2. **THE LANDLORD.** _____ (the "Landlord").
3. **LOCATION OF PROPERTY.** _____ (the "Premises").
4. **TERMINATION OF LEASE.** The purpose of this Letter is to inform the Landlord that the Tenant intends to terminate their lease, dated the _____.
5. **VACATE DATE.** The Tenant shall vacate the premises no later than _____, which is _____ days following the delivery of this letter.
6. **UTILITIES.** The Tenant shall be responsible for turning off all utilities when they move out. The Landlord must inform the Tenant in a timely manner if they wish to transfer the accounts to their name.
7. **SECURITY DEPOSIT.** The security deposit shall be returned to the following address, in full or minus any deductions: _____.
8. **MOVE-OUT INSPECTION.** The Landlord and Tenant agree to inspect the Premises together on the final date of occupancy or on another date that is convenient for both parties.

Tenant's Signature: _____

Print Name: _____