

NOTICE OF LEASE TERMINATION

_____, 20____

Dear _____:

I rent an apartment from you at _____.
This letter is to notify you that I will not be renewing my lease. I will be ending my lease and moving out of my apartment on _____, 20____.

After I move out, please mail my security deposit to:

The day I move, I would like to walk through the apartment with you when you do your move-out inspection. Please contact me so we can set a time and date to do the move-out inspection.

I will arrange for all of the utilities to be TURNED-OFF when I move out. If you would like me to transfer the accounts to your name, please tell the power company and let me know as soon as possible. If I do not hear from you about the utilities, I will have them turned-off.

Thank you for your cooperation.

Sincerely,
