
APPENDIX I: Notification of Termination of a Month-to-Month Lease

To terminate a month-to-month lease, you must notify your landlord of your intent to end the lease within the time period specified in your lease agreement. The time period is usually 30 days prior to the date on which rent is required to be paid.

Example: You want to move out of your apartment on May 31. Your lease agreement states you must give 30 days notice. You pay your rent on the first of the

month for the following month (i.e. pay the rent for May on May 1). Thus, you need to provide notice by April 1 of your intent to terminate your lease on May 31.

You should send the letter by certified mail or hand deliver it to your landlord. You will need dated proof that the landlord received notification of your intent to end the lease. In addition, save a copy of the letter.

[*Tenant address*]

[*Date*]

[*Landlord name*]

[*Landlord address*]

Dear Mr./Ms. [*Landlord's last name*]:

I/We am writing to inform you that I/we intend to vacate the [*apartment/house*] at [*address of apartment/house*] as of [*month, day, year*].

I/We will be ready to deliver the premises and return the keys to you on [*month, day, year*].

I/We would appreciate it if you would schedule an inspection of the property before I/we leave to ensure that you are satisfied with its condition. I/We will call you to set up an appointment.

Please return my/our security deposit(s) to me/us at the following address(es):

[*Tenant name(s) and address(es)*]

If you have any questions, please contact [*name of one tenant*] at [*phone number*].

Sincerely,

[*Tenant signature*]

[*Tenant name*]

[*Tenant #2 signature*]

[*Tenant #2 name*]

Sample Only. The user of this document should read the terms and conditions of his/her lease carefully and consult with a licensed real estate attorney or agent before executing this document.