

# Thirty Day Notice of Intent to Vacate

**Instructions:** Complete this form and submit it to your landlord or property manager at least thirty (30) days prior to your intended move-out date. Please print the completed form for physical signatures.

---

## 1. Tenant and Property Details

**Today's Date:**

**Tenant Name(s):**

**Current Address:**

**Unit / Apartment:**

**City, State, Zip:**

**Landlord / Manager:**

---

## 2. Notice of Intent to Vacate

This letter serves as formal written notice that the tenant(s) listed above intend to vacate the rental property.

The final day of occupancy and the date on which keys will be returned is:

I/We understand that we are responsible for rent payments through the end of the 30-day notice period or until the lease agreement officially terminates, whichever is later.

**Reason for Moving (Optional):**

---

## 3. Forwarding Address (For Security Deposit Return)

Please send the security deposit refund (if applicable) and any final itemized statements to the following address:

**Forwarding Street Address:**

**City, State, Zip:**

**Primary Phone:**

**Email Address:**

---

## 4. Tenant Acknowledgement and Signatures

I/We agree to clean the premises, remove all trash and personal belongings, and leave the property in good condition (normal wear and tear excepted) in accordance with the lease agreement. Keys will be returned directly to the landlord or management office on or before the move-out date specified above.

**Tenant Signature:** \_\_\_\_\_ **Date:**

**Tenant Signature:** \_\_\_\_\_ **Date:**

---

## 5. Landlord / Property Manager Acknowledgment

*To be completed by the landlord or property manager upon receipt of this notice.*

**Received By (Printed Name):**

**Date Notice Received:**

**Landlord/Manager Signature:** \_\_\_\_\_