

## Standard 60-Day Notice to Vacate

Date:

### To (Landlord/Property Manager/Rental Agency):

Recipient Name:

### From (Tenant/s):

Tenant Name(s):

### Rental Property Address:

Street Address:

Apartment/Unit:

City:  State:  Zip Code:

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### Notice of Intent to Vacate

Please accept this letter as formal written notice that I/we intend to vacate the rental property listed above. In compliance with the terms of our rental/lease agreement, this notice provides at least sixty (60) days' advance notice of our departure.

My/Our official final day on the property will be:

### Forwarding Address (For Return of Security Deposit):

Street Address:

City:  State:  Zip Code:

Phone Number:

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### Signatures

I/We understand that I/we are responsible for all rent, utilities, and maintenance of the property according to the lease agreement until the final vacate date or the end of the 60-day period, whichever is later.

Tenant Signature:  Date:

Tenant Signature:  Date:

### Landlord/Property Manager Acknowledgment of Receipt:

Received By (Name):

Signature:  Date Received: