

**TERMINATION NOTICE**

TO: \_\_\_\_\_  
(Owner/Manager/Agent)

\_\_\_\_\_  
(Date)

1. Please be advised that this constitutes my written notice to terminate my tenancy agreement and vacate the rental unit I now occupy located at:

\_\_\_\_\_.

2. Request you schedule a pre-inspection of the rental unit on \_\_\_\_\_ (date), at a mutually convenient time, in order to advise me of what I must do to terminate this unit and obtain a refund of the security deposit in the amount of \$\_\_\_\_\_.

3. Request a final inspection of the unit at \_\_\_\_\_ (time) on \_\_\_\_\_ (date) so that we may go through the unit together to ensure it meets your standards of cleanliness. I will turn in the keys to the rental unit at that time.

4. Forwarding address: \_\_\_\_\_  
\_\_\_\_\_

Sincerely,

\_\_\_\_\_

(Printed Name and Signature of Resident)

I acknowledge receipt of termination notice.

\_\_\_\_\_

(Printed Name and Signature of Owner/Manager/Agent)

\_\_\_\_\_

(Date)