

NOTICE TO VACATE FOR NON-PAYMENT OF RENT

Date: [Date]

To: [Tenant Name]

Address: [Rental Property Address]

Unit Number: [Unit Number, if applicable]

Dear [Tenant Name],

This letter serves as formal notice that you are in default of your lease agreement for the property located at [Rental Property Address].

As of [Current Date], your rent is overdue in the amount of \$[Total Amount Owed]. This balance consists of the following:

- Unpaid Rent: \$[Amount] for the period of [Date Range]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount] (Description: [Description])

Demand for Possession:

Because you have failed to pay the rent as agreed, your lease is being terminated. You are required to pay the full amount listed above or vacate the premises within [Number of Days, e.g., 3 or 5] days from the date of delivery of this notice.

If you do not pay the full amount or move out by [Date], legal action will be initiated to evict you from the property and to recover all unpaid rent, late fees, and legal costs.

Please return all keys and property access devices to the landlord upon vacating the unit. The unit should be left in a clean condition, free of all personal belongings and trash.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]

Proof of Service:

I certify that a copy of this notice was delivered to the tenant on [Date] via:

Hand delivery

Certified Mail

Posted on the front door