

DATE: [Date of Mailing/Service]

TO (Tenant Name): [Tenant Names]

RENTAL ADDRESS: [Full Address of Rental Unit]

NOTICE TO TERMINATE TENANCY (OWNER MOVE-IN)

Dear [Tenant Names],

This letter serves as formal ninety (90) day notice that your tenancy at the address listed above will be terminated. You are required to vacate the premises and return the keys no later than **[Date 90 days from notice]**.

The reason for this termination is that the owner of the property, or the owner's [spouse/domestic partner/child/parent], intends to occupy the rental unit as their primary residence for a period of at least [Number] consecutive months.

Move-Out Requirements:

- You must remove all personal belongings by the date specified above.
- The unit must be left in a clean condition, barring normal wear and tear.
- A move-out inspection can be scheduled by contacting the undersigned.
- Please provide a forwarding address for the return of your security deposit (less any lawful deductions).

Regarding your security deposit, an itemized statement and any remaining balance will be mailed to you within [Number] days after you vacate the premises, in accordance with local laws.

Please contact [Name] at [Phone Number/Email] if you have any questions or to coordinate the return of keys.

Sincerely,

[Owner/Landlord Name]
[Owner/Landlord Signature]
[Contact Address]
[Contact Phone Number]

PROOF OF SERVICE

I, [Name of Server], declare that I served this notice on [Date] by:

Delivering a copy to the tenant personally.

Leaving a copy with a person of suitable age at the residence and mailing a copy.

Posting a copy in a conspicuous place on the property and mailing a copy via certified mail.