

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Address of Rental Unit]

NOTICE TO TERMINATE TENANCY (OWNER MOVE-IN)

Dear [Tenant Name],

This letter serves as formal notice that your tenancy for the property located at [Address] is being terminated. You are required to vacate the premises and return the keys no later than **[Move-out Date]**.

The reason for this termination is that the owner (or a qualified relative as permitted by local law) intends to occupy the unit as their primary residence. Specifically, [Name of Person Moving In] will be moving into the property.

Move-Out Requirements:

- The property must be left in a clean condition, free of all personal belongings and trash.
- All keys, fobs, and garage openers must be returned to [Owner/Manager Name] by [Time] on the date specified above.
- A move-out inspection will be scheduled for [Date/Time]. Please contact me to confirm if you wish to be present.

Regarding your security deposit: An itemized statement and any remaining balance will be sent to your new forwarding address within [Number] days of your move-out, as required by law. Please provide your new mailing address before you vacate.

If you have any questions regarding this notice, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Owner/Landlord Signature]

[Owner/Landlord Printed Name]

[Phone Number]