

**Date:** [Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Rental Property Address]

**RE: NOTICE OF LEASE TERMINATION FOR OWNER OCCUPANCY**

Dear [Tenant Name],

This letter serves as formal notice that I am terminating your lease agreement for the property located at [Property Address].

The reason for this termination is that I, as the owner of the property, intend to move into and occupy the unit as my primary residence. Under the terms of our lease agreement and local landlord-tenant laws, this is a valid reason for lease termination.

You are required to vacate the premises and return all keys no later than 11:59 PM on **[Move-out Date/Last Day of Notice Period]**. This date provides you with the required [Number of Days, e.g., 30 or 60] days' notice.

Regarding your security deposit: A move-out inspection will be conducted on [Date/Time]. Your security deposit of \$[Amount], minus any lawful deductions for damages beyond normal wear and tear or unpaid rent, will be returned to you within [Number] days of your move-out date. Please provide your new forwarding address below or via email.

Please let me know if you would like to schedule the final walkthrough earlier. Thank you for your cooperation during this transition.

Sincerely,

[Landlord Name]

[Landlord Phone Number]

[Landlord Email Address]

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**Forwarding Address:**

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