

NOTICE OF TERMINATION OF TENANCY FOR OWNER OCCUPANCY

Date: [Date of Notice]

To: [Tenant Name(s)]

Address of Premises: [Full Rental Property Address]

Dear [Tenant Name(s)],

This letter serves as formal notice that your lease agreement for the property located at [Property Address] will be terminated effective [Move-out Date].

The reason for this termination is that I, as the owner of the property, intend to occupy the premises as my primary residence. This notice is provided in accordance with [State/Local Law Section, if known] and the terms of our signed lease agreement.

Please ensure that the following actions are completed by [Move-out Date] at [Time]:

- Vacate the premises and remove all personal belongings.
- Clean the unit thoroughly as per the move-in/move-out checklist.
- Return all keys, fobs, and garage door openers.
- Provide a forwarding address for the return of your security deposit.

A move-out inspection will be scheduled for [Inspection Date/Time]. Please contact me at [Phone Number] or [Email] to confirm this time or to discuss any questions regarding the transition.

Your security deposit of \$[Amount], minus any lawful deductions for damages beyond normal wear and tear, will be returned to you within [Number] days of your move-out date, as required by law.

Sincerely,

[Owner Signature]

[Owner Name Printed]

[Owner Phone Number]

[Owner Mailing Address]