

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Address of Rental Unit]

RE: NINETY (90) DAY NOTICE TO VACATE - PERMANENT RETIREMENT OF PROPERTY

Dear [Tenant Name],

This letter serves as formal 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 11:59 PM on **[Move-Out Date - Must be at least 90 days from the date of this notice]**.

The reason for this termination is the permanent retirement of the property from the residential rental market. The owner intends to withdraw the unit from the rental housing market in accordance with [Local/State Law or Ordinance Name, e.g., the Ellis Act].

Move-Out Requirements:

- All personal belongings must be removed from the unit.
- The unit must be left in a clean condition, original to the start of the tenancy, barring normal wear and tear.
- All keys and remotes must be returned to the landlord or management office.
- Please provide your forwarding address for the processing of your security deposit.

Security Deposit:

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

Pre-Move-Out Inspection:

You have the right to request an initial inspection of the unit before you vacate. Please contact [Contact Name] at [Phone Number/Email] to schedule this inspection if desired.

Please contact the undersigned if you have any questions regarding this notice.

Sincerely,

[Signature]

[Landlord/Property Manager Name]

[Company Name, if applicable]

[Contact Phone Number]

[Contact Email Address]