

**Date:** [Current Date]

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

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

**RE: NOTICE TO TERMINATE LEASE AND DECLARATION OF OWNER MOVE-IN**

Dear [Tenant Names],

This letter serves as formal notice that your lease agreement for the property located at [Property Address] will be terminated effective [Date of Lease Termination]. You are required to vacate the premises by [Time] on or before this date.

This termination is based on the owner's intent to occupy the housing unit as their primary residence. Under the terms of this declaration:

- The owner, [Owner Name], intends to move into the unit within [Number] days of your move-out date.
- The owner intends to occupy the unit for a minimum of [Number] consecutive months, as required by local laws.
- [Optional: Mention any relocation assistance or payments being provided according to local ordinances].

Please ensure that all personal belongings are removed and the keys are returned to [Name/Location] by the termination date. A move-out inspection will be scheduled for [Date/Time].

Your security deposit of [Amount] will be handled in accordance with state law and the terms of your lease. Please provide your forwarding address below or via email to ensure the timely return of your deposit and any necessary documentation.

**Forwarding Address:**

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

Sincerely,

[Signature]

[Owner/Landlord Name]

[Mailing Address]