

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

RE: NOTICE TO VACATE - OWNER INTENT TO OCCUPY

Dear [Tenant Name],

This letter serves as formal notice that I, the owner of the property located at [Property Address], intend to personally occupy the unit as my primary residence. Therefore, I am terminating your tenancy.

Pursuant to the terms of your lease agreement and local housing laws, you are required to vacate the premises no later than 11:59 PM on [Move-Out Date]. This date provides you with [Number of Days] days' notice from the date of this letter.

Please ensure that all personal belongings are removed, the unit is cleaned, and all keys are returned to [Name/Location] by the specified date. A move-out inspection will be scheduled for [Date/Time] to assess the condition of the property.

Your security deposit of \$[Amount] will be handled in accordance with state law and returned to you, minus any lawful deductions for damages or unpaid rent, within [Number] days of your move-out.

Please provide your forwarding address below or via email for the return of your deposit.

Forwarding Address:

Sincerely,

[Owner Signature]

[Owner Printed Name]

[Owner Phone Number]

[Owner Email Address]