

DATE: [Date]

TENANT NAME(S): [Tenant Names]

PROPERTY ADDRESS: [Full Property Address]

RE: NOTICE OF INTENT TO OCCUPY RENTAL UNIT (OWNER MOVE-IN)

Dear [Tenant Names],

This letter serves as formal notice that the owner of the property located at [Property Address] intends to move into and occupy the premises as their primary residence.

As a result, your lease agreement is hereby terminated. You are required to vacate the premises and return all keys no later than 11:59 PM on [**Vacate Date**].

Please note the following regarding your move-out process:

- **Move-Out Inspection:** A final walkthrough will be scheduled for [Date/Time]. Please ensure the unit is clean and all personal belongings are removed.
- **Security Deposit:** Your security deposit will be processed and returned in accordance with state law and the terms of your lease, less any lawful deductions for damages or unpaid rent.
- **Forwarding Address:** Please provide your new mailing address to [Property Management Name] as soon as possible to ensure the delivery of your deposit.

If you have any questions or wish to schedule the final inspection earlier, please contact our office at [Phone Number] or [Email Address].

Thank you for your cooperation during this transition.

Sincerely,

[Your Name/Signature]

[Property Management Company Name]

[On behalf of Property Owner: Owner Name]