

OFFICIAL NOTICE TO VACATE

DATE: [Date]

PROPERTY ADDRESS: [Full Property Address]

CASE NUMBER: [Case Reference Number]

To the Owner(s) and Occupant(s) of the above-listed property:

This letter serves as official notification that the property located at [Property Address] has been declared **UNFIT FOR HUMAN HABITATION** and is officially **CONDEMNED** by the [Name of Department, e.g., City Building Department].

An inspection conducted on [Date of Inspection] revealed the following violations and safety hazards:

- [List Violation 1]
- [List Violation 2]
- [List Violation 3]

Due to these conditions, all occupants are required to vacate the premises no later than:

VACATE DATE: [Date]

VACATE TIME: [Time]

Failure to comply with this order may result in forcible removal by law enforcement and the assessment of legal penalties or fines. No person shall re-enter or occupy this building after the vacate date until the [Name of Department] issues a formal certificate of occupancy confirming that all violations have been corrected.

If you have questions regarding this notice or wish to file an appeal, please contact the [Name of Department] at [Phone Number] or [Email Address] within [Number] days of receipt of this notice.

Sincerely,

[Signature]

[Name of Official]

[Title]

[Department Name]