

DATE: [Current Date]

TO: [Tenant Name(s)]

AND ALL OTHER OCCUPANTS AT:

[Property Address]

[City, State, Zip Code]

RE: NOTICE TO VACATE - BANK-OWNED PROPERTY

Dear Occupant(s),

Please be advised that [Name of Bank/Financial Institution] is the current owner of the property located at [Property Address]. This ownership was acquired via [Foreclosure/Trustee Sale] on [Date of Ownership Transfer].

Pursuant to local and federal laws, you are hereby notified that your right to occupy the premises is being terminated. You are required to vacate the premises and deliver possession of the property to the owner on or before **[Move-Out Date]**.

Instructions for Vacating:

- Remove all personal belongings and trash from the interior and exterior of the property.
- Ensure the property is left in a clean condition.
- Return all keys, garage openers, and access codes to [Name of Contact/Real Estate Agent] at [Contact Address].

If you fail to vacate the property by the date specified above, the owner will initiate legal proceedings to regain possession of the premises through an eviction action. This may result in a court judgment against you for possession, legal costs, and attorney fees.

If you have questions regarding this notice or wish to discuss a voluntary move-out incentive (if applicable), please contact [Agent Name/Property Manager] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Bank Name/Company Name]