

# Written Notice to Terminate (Move Out)

Landlord:

Tenants:

## Property Description

- Property address: \_\_\_\_\_
- Apartment number: \_\_\_\_\_
- Number of rooms: \_\_\_\_\_
- On what floor(s): \_\_\_\_\_
- On what side [*check all that apply*]:    left    right    front    back    middle

This property is used as a [*check one*]:    business    residence

List the names of every tenant, under-tenant, assignee, and person in possession of the premises:

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

[*If you need more space to list tenants, please attach an extra sheet to this form.*]

## NOTICE

To the above-listed tenants, under-tenants, assignees, and other persons in possession of the premises, you do not have permission to stay at the above property because [*check one*]:

your lease expired on \_\_\_\_\_

your verbal/written rental agreement expired on \_\_\_\_\_

the landlord is ending your lease or verbal/written rental agreement

You must move out by \_\_\_\_\_, or the landlord will start an eviction case against you in court.

\_\_\_\_\_  
Landlord or Agent Signature

\_\_\_\_\_  
Print Landlord or Agent Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord or Agent Address

\_\_\_\_\_  
Landlord or Agent Phone

\_\_\_\_\_  
Landlord or Agent Email