

NOTICE OF TERMINATION OF LEASE

Subject Property: _____[PROPERTY ADDRESS]

Return To: _____[PREPARER NAME]

_____ [PREPARER E-MAIL ADDRESS]

This NOTICE OF TERMINATION OF LEASE (this "Notice of Termination of Lease"), dated as of _____[DATE], is by and between _____[LANDLORD NAME], and _____[TENANT NAME], a[n] _____[STATE OF ORGANIZATION] _____[ENTITY TYPE], having an office at _____[TENANT ADDRESS] ("Tenant").

The Landlord and Tenant hereby acknowledge the following:

1. Name and Principal Place of Business of Landlord

_____ [LANDLORD NAME], with its principal place of business at _____ [LANDLORD ADDRESS].

2. Name and Principal Place of Business of Tenant

_____ [TENANT NAME], with its principal place of business at _____ [TENANT ADDRESS].

3. Leased Premises

The certain premises more particularly described on Exhibit A attached hereto and made a part hereof (the "Premises"), with a street address of _____ [STREET ADDRESS], _____ [MUNICIPALITY], _____ [COUNTY/STATE] (the "Property") leased by the Landlord to the Tenant pursuant to the terms of that certain _____ [LEASE TITLE], dated _____ [EXECUTION DATE] by and between Landlord and Tenant (the "Lease").

4. Lease Termination Date

The Lease shall terminate on _____[DATE].

5. Party Terminating Lease

Please check the appropriate box.

- Landlord
- Tenant
- Both Parties

I, _____[LANDLORD/TENANT], am hereby terminating the lease agreement dated _____[DATE], and intend to have the property vacated by _____[DATE].

6. Lease Termination Reason

The lease is being terminated for the following reason:

- Lease termination.
- Neglect in taking care of the property.
- Breach of the lease agreement.
- Violation of the law.
- Illegal activity.
- Foreclosure of the property.
- Property is being sold.
- Active military duty.
- Other reason:

7. Security Deposit. (Check one)

I am your Landlord and this is my official notice that I will be returning your security deposit in full, including any applicable accrued interests, as required by law. However, it is possible that I might have to retain a portion of the security deposit to cover damages on the property. In such a case, I must provide you with an itemized list of all charges and the reason behind said charges.

I am your Tenant and this is my official request to have my security deposit returned to me in full, including any applicable accrued interest, as required by law. However, if you are to retain any amount of the security deposit you must provide me with an itemized list of all charges and the reason behind said charges.

IN WITNESS WHEREOF, Landlord and Tenant have executed this Notice of Termination of Lease as of the date set out above.

[LANDLORD NAME]

By _____

Name:

Title:

[TENANT NAME]

By _____

Name:

Title:

CERTIFICATE OF SERVICE

I, the undersigned, being at least 18 years of age, declare under penalty of perjury that I served the above notice, of which this is a true copy, on the following tenant(s) in possession in the manner(s) indicated below:

__ On _____, I handed the notice to the tenant(s) personally.

__ On _____, I handed the notice to a person at the premises who is 16 years of age or older, OR affixed the notice to the inside of the main entry door.

__ On _____, I securely affixed the notice to the outside of the main entry door, because the dwelling has no mailbox and has a keyless bolting device, alarm system, or dangerous animal that prevents me from entering the premises to leave the notice to vacate on the inside of the main entry door.

__ On _____, I mailed a true copy by regular mail, by registered mail, or by certified mail, return receipt requested, to the premises in question.

Executed on _____

Served by _____