

☞ NOTICE OF INTENT TO VACATE ☞

Date: \_\_\_\_\_

To: **Landlord,** \_\_\_\_\_

From: **Tenant(s),** \_\_\_\_\_

Re: **Apt. #** \_\_\_\_\_ **at building address:** \_\_\_\_\_

I/We, \_\_\_\_\_, tenant(s) of the above referenced apartment, hereby notify you that I/we intend to vacate the said premises on month: \_\_\_\_\_ day: \_\_\_\_\_, year: \_\_\_\_\_.

I/we understand that upon vacating, I/we must remove all personal property from my apartment so that it is deemed broom clean. Property not removed by my move-out date will be deemed abandoned and promptly disposed of.

Once a move-out inspection is completed, any security deposit not used by the landlord for purposes set forth in my lease agreement or already discussed, shall be returned to me/us at the following address, my/our forwarding address:

\_\_\_\_\_.

\_\_\_\_\_  
Tenant's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Tenant's signature

----- Notary Section

Thank you, Neighborly Notary®©2017

State of New York  
County of New York

Sworn to before me this \_\_\_\_

day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

