

REMINDER OF NOTICE REQUIREMENT BEFORE VACATING PREMISES
AT END OF LEASE

TO: _____ Date _____
Name

Address

City/State/Zip

This Notice is to remind you that paragraph _____ of your lease agreement requires you to provide the landlord with _____ days notice before vacating the premises at the end of your lease agreement. Your lease agreement will terminate on _____, unless you renew your lease agreement.

If you intend to vacate the premises at the termination of your current lease agreement, please provide us with at least _____ days notice of your intent to vacate the premises as required by your lease agreement. If you vacate the premises at the termination of your lease agreement, but fail to give us the required notice, you will be obligated to pay us the following liquidated damages as set forth in paragraph _____ of your lease agreement:

Rental Amount to cover the time period of the
insufficient notice (not to exceed 60 days of rent) _____
(amount)

If you wish to renew your lease agreement, please contact management at your earliest convenience.

Landlord

Address

City/State/Zip

Phone

CERTIFICATE OF SERVICE

I hereby certify that a copy of the above notice was (a) hand delivered (b) Posted on the premises in the absence of the tenant at the above address (c) mailed to the above named tenant by certified mail on _____, 20_____.

Signature