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# EVICTIION NOTICE

(NOTICE TO QUIT)

Date: \_\_\_\_\_  
Tenant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

You are hereby notified that you currently owe \$ \_\_\_\_\_ in past due rent and late charges. The rent due each month is in the amount of \$ \_\_\_\_\_ ;  
The rent past due covers the periods from \_\_\_\_\_ until \_\_\_\_\_ ;  
Late charges are in the amount of \$ \_\_\_\_\_.

This is a demand for payment. You must pay the full amount owed that is stated in this notice within the next \_\_\_\_ days. If you fail to make full payment of the amount due, your right of possession to the property will be terminated and eviction proceedings will begin immediately. Only full payment of the amount owed will prevent the termination of your lease. No partial payments will be accepted without the written consent of the landlord.

Pay Rent Immediately To: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
Landlord Signature

**\*POSTED BY:**

- ☐ delivering a copy of notice to the named tenant.
- ☐ posting a copy of the notice on the main door of the property, no one actually being present at the residence.



Dear Mr. Smith,

This is just a friendly reminder that your account is past due. According to our records your balance of \$842.25 is currently X days past due. We have emailed a detailed copy of your account statements. In the event you have not received these messages and documents, we have provided a summary of your account below.

- Invoice number:
- Invoice Date:
- Amount:
- Due Date:
- Days past due:
- Description:

We would much appreciate if you could let us know the status of this payment. Please contact us or send your payment of \$573.25 to the address below by April 16, 2015 if you have not already done so.

XYZ Company

Jason F. Sykes  
100 Broadway Lane  
Newarkland, CA 91010

To Jordan E. Snow  
Manager, HR  
West Coast Corporation  
300 Pine Drive  
Newarkland, CA 91010

September 19, 2014

Dear Ms. Snow,

This letter is to inform you of my one week notice of resignation from my position as Sales Coordinator with West Coast Corporation. The reason for such short notice is that I have been offered another job opportunity with a required start date of September 29, 2014. Therefore, my last day of work here will be Friday, September 26, 2014. Please consider this my official one week notice resignation letter.

I do apologize for any inconvenience this may cause you or my colleagues. However, I will do all that I can to ensure that my current projects are completed or assigned to capable co-workers for completion prior to my departure. Should you require any further assistance, I can be reached at (555) 555-5555 or jason@sykes.com.

My time here at West Coast Corporation has been an invaluable learning experience. I am in debt to all with whom I have worked and wish everyone at West Coast Corporation the greatest success in the future. Thank you so much for your



PRELIMINARY NOTICE (PUBLIC WORKS)

To Public Entity:	<b>Proof Of Notice Declaration (Civil Code Sec. 8118)</b>
	I, _____,
	declare that on _____
To Direct Contractor:	_____, 20____, I caused a true and correct copy(ies) of this "PRELIMINARY NOTICE (PUBLIC WORK)" ("Notice") to be given to the Public Entity, Direct Contractor, and Surety, if known, via First Class prepaid postage, by return receipt of certified or registered mail, or overnight delivery by an express service carrier at the address(es) herein,
To Surety:	_____, AND/OR,
	I, _____,
Hand No.:	declare that I personally delivered a true and correct copy(ies) of this Notice to the following person(s) at the address(es) stated herein, by leaving this Notice with the following person(s) in charge on the following date(s) and time(s):
Please Be Advised That:	
Contracted With The Following Person Or Entity To Perform Certain Work:	Public Entity: _____ (Name of Person and Title, If Known)
	on _____, 20____ @ _____ (Time)
Which Work Was Performed At:	Direct Contractor: _____ (Name of Person and Title, If Known)
	on _____, 20____ @ _____ (Time)
Which Work Is Described At:	Surety: _____ (Name of Person and Title, If Known)
	on _____, 20____ @ _____ (Time)
Which Work's Estimated Total Price Is:	
\$ _____.	I declare under penalty of perjury under the laws of the State of California that foregoing is true and correct:
	Date: _____, 20____
	_____ (Signature)

How to submit a notice to vacate letter in 3 steps 1. And the address makes it clear to the landlord which property the tenant resides in.Ensure the notice to vacate to your landlord is straightforward and polite. When should you submit the notice to vacate? If your landlord requires the 30-day notice in writing, be sure you photocopy your lease termination letter to keep for your records.Be sure to include the date on your notice to vacate and your address. It will help to ensure you follow the proper process.Giving the proper noticeNow that you know what to include, you're ready to write your notice to vacate. Once you've mailed the letter, we also suggest you call or email your landlord. If you move out early or don't give enough notice, you may be required to pay a fee, depending on what your lease says. Do not raise complaints, bring up any outstanding issues or complaints you have.Include reliable contact information, as well as your forwarding address. When considering whether or not to renew your lease, be sure to read the details of your rental agreement. A: Yes - Q: Do I still have to pay my water bill? Check your calendar and decide when you want your final day in your apartment to be. From there, you will know how and when you should give your landlord written notice. Not a problem — we'll help you through it with our guide to why, when, and how to submit a notice to vacate. What is a 30-day notice to vacate letter? Once you're ready to begin moving, buy your moving supplies, check out local moving companies, organize your belongings to make the moving process go smoothly, and avoid the common mistakes people make when moving out. Full guide on how to navigate COVID-19 as a landlord or renter in NYS: General Landlord Resources - State Mortgage & Expense Forbearance Resource Page - State Eviction & Nonpayment Resource Page - State Rent Assistance Resource Page - Business Assistance - FAQs Q: Can I still close on my property in state? Or, if you're like most people, find a template and simply fill in the blanks. We have a guide on required information and a sample lease termination letter to help you find the right words and confirm a move-out date.What is a notice to vacate letter?A notice to vacate is a written statement and formal letter given by a tenant to a landlord or property manager indicating their intent to vacate and end their rental agreement by a certain date. Not sure what a notice to vacate letter is, or how to go about writing one? Write out a formal letter with the important details Get your laptop out and start typing up your 30-day notice to vacate letter to your landlord. Breaking a lease without cause can cost you as much as two months' rent and your deposit.Be sure to take all of these into consideration as you're writing your notice to vacate letter. Many, if not most, properties require that tenants provide "notice to vacate" to the landlord before moving out. A lease term may need to end and a tenant needs to find a new address because of selling the building, it no longer accommodates subsidized housing or a tenant is unable to pay rent. A 30-day notice to vacate letter is a written document you submit to your landlord or property manager letting them know you plan to end your lease and move out of your rental unit. Most lease terms give a tenant adequate time to submit a notice to their landlord. This sample notice shows where a tenant should fill in the information for sections in parentheses ( ), while the section in brackets [ ] is for your information. Do not include it in the letter by the tenant.(Your Name)(Current Address of Your Apartment, unit ###)(City, State, ZIP Code)(Date)(Landlord Or Apartment Company's Name)(Address as Printed on Your Lease)(City, State, ZIP Code)Re: Notice of Intent to Vacate PropertyDear (Name of landlord or property manager),This letter constitutes my written (number of days' notice that you need to give based on your lease agreement)-day notice that I will be moving out of my apartment on (date), the end of my current lease.I am leaving because (new job, rent increase, etc.) [If there are problems with the apartment or property, your landlord would probably like to know, but be diplomatic — you have your rental history to consider. Before you do anything, get the logistics of moving out of the way. iStock.com/RoBeDeRo So, you've found a better place, you're moving in with a significant other, or you need to skip town for a new job. Once you have decided to terminate or break your lease, and you have renewed the details of your rental contract, you'll want to put your intent to move out in writing so you're protected legally. Read over your lease to confirm the timing requirements.How do you write a 30-day notice to move out?Here's a sample lease termination letter for when you give notice for your rental property. By submitting a 30-day notice, you're providing your landlord or property manager with an adequate amount of time to find a new tenant. If your landlord requires a handwritten signature, you can print out the letter and sign it. Check local and state laws as sometimes you need to send an early termination letter to the property manager via certified mail with a return receipt and with ample notice.Unsure what to include for your landlord notice? The eviction process is necessary if the tenant is past their lease term or is engaging in illegal or criminal activity.When to give your written notice to vacateWhen a tenant should give a letter of intent to vacate or notice to vacate letter depends on your lease. Whatever your reasoning, you're moving out and need to submit your 30-day notice to vacate letter to your landlord or property manager. Give them a heads up so they can start looking for a new tenant. Be sure to include your name, your contact information, the address of the unit you're vacating, your move-out date, and your signature. Your landlord will need your new address in order to send you back your security deposit. Be respectful during this process in case you need to use your landlord as a reference on a future rental application. A: Depends on the city you live in - When the time comes for you to move out of your apartment, you'll need to give your landlord a written notice to vacate letter or a lease termination letter. 2. Will you be signing a new lease on a certain day? It's helpful to double-check the lease term and rental agreement for the rental unit and mark this day in your calendar when you first sign a lease so you don't miss it.Is a notice to vacate the same as an eviction?If a landlord writes a notice to vacate to a tenant, it's commonly known as an eviction notice. Again, most leases require a 30-day notice to vacate, so keep that timeline in mind when planning your move. If a tenant violates any part of their lease agreement, doesn't allow for a move-out walkthrough or does damage the week prior to moving out, it may jeopardize their month's rent or security deposit. Many landlords and property managers need 30 days' notice, some require 45 or 60 days. This will legally protect you.Type your lease termination letter so that you can keep a copy of it. This letter formally announces your plans to vacate the residence and break or end your lease. The date will document that you sent it in the correct notice period. Find it here. Here's a 30-day notice to vacate sample letter that highlights the things you'll want to include: Want to use this template? A new tenant or tenants will expect their new lease to come with a nicely managed apartment.Keep in mind, submitting a lease termination letter or notice to a landlord isn't the final step before moving out. Are you planning on being in a new city on a particular date? This section is not strictly necessary, but is good as a professional courtesy,Please advise me on when you will return my security deposit of \$ (amount agreed upon in your lease), as well as if you will be taking any money out for damages that fall outside of normal wear and tear.You can reach me at (phone number and address) after (your moving day).Sincerely,(Your Name & Signature)(Apartment number) Here are some best practices for your notice to vacate:Before you begin writing a lease termination letter or notice, thoroughly read your lease agreement. This sample letter is for informational purposes. Send the other copy to your landlord; make sure it's postmarked so you can verify you've given a full 30 days notice (or however long your lease requires you to give before moving out). Why do you need to give notice to your landlord? You should seek professional legal advice to make sure you adhere to local laws. Mail the letter and speak to your landlord Create a copy of your 30-day notice to vacate so you have it for your own records. The lease agreement has instructions on what to include, how to deliver the notice to a landlord and any other requirements needed in a lease termination letter.Even if your landlord doesn't require a tenant to submit a formal notice to vacate or lease termination letter before your lease ends, you have a month-to-month lease or you have a fixed-term lease, all tenants should send one anyway. While most standard leases require tenants provide 30-day notice to vacate before moving out, required notice periods can be anywhere from 30 to 90 days. Tenants still need to do a property walk-through with the landlord or other party representing the property manager to document anything to fix or deduct from the deposit.If you're breaking your lease, be prepared to endure some additional financial repercussions. This will help maintain your landlord-tenant relationship, which will become important when it comes time to get your security deposit back. 3. A: Yes - Q: Do I still have to pay property taxes? Most rentals require a notice to vacate letter that includes a move-out date.You must send a notice to vacate letter even if rental agreements have an official end date and often require proper notice. comments Plan your move Start planning your next move and snag a new apartment before you've even moved out of your current one. A forwarding address is helpful in case a tenant continues to receive mail past the lease date.

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