

NOTICE TO TERMINATE TENANCY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Address  
\_\_\_\_\_

Dear \_\_\_\_\_:  
Owner

This notice is to advise you that I plan to move from my leased unit at:

\_\_\_\_\_  
\_\_\_\_\_

I hereby terminate my lease effective \_\_\_\_\_  
Date

I am also requesting that you inspect the unit with me before I move so there will be no misunderstanding about the return of my security deposit or tenant damages. Please contact me at \_\_\_\_\_  
\_\_\_\_\_ to schedule a convenient date and time for this phone number

inspection.

Sincerely,

\_\_\_\_\_  
Tenant Signature

Instructions: A notice of termination of lease by the tenant must be received by the property owner at least one calendar month prior to your move. A copy of the notice must also be received by SSHDC at least one month prior to your move. For example, if you would like to move effective June 1st, the property owner must receive notice and the copy must be submitted to SSHDC by April 30th.