

NOTICE OF INTENT TO VACATE

Date: _____

TO:
Landlord: _____

Address: _____

Rental Premises Address:

_____, Vermont, _____

You are hereby given notice of the undersigned Tenant's intention to vacate the above stated rental premises by _____, 20____. The keys will be returned _____ and possession of the property will be delivered over on that date.

My/Our reason for moving:

(Set out the reasons you are terminating tenancy)

I understand that my rental unit may be shown to prospective tenants and I agree to be available for viewing. I understand that I will remain responsible for rent and utilities until the last day of the month until another tenant moves in, whenever occurs first.

I understand that the security deposit will be mailed in the name(s) of all residents on the most recent lease agreement. The mailing address is as follows:

_____, Vermont, _____
Home Phone: _____ Work Phone: _____

Signature of Tenant

Print Name

Phone Number

NOTE TO TENANT: The termination date must be at least 30 days following the date on which the landlord receives the Notice of Intent to Vacate.

SERVICE OF NOTICE

(check only one)

_____ Landlord personally received notice.

(Landlord Signature)

(Date)

_____ Service of notice was attempted but the Landlord was not present to receive the notice. The notice was securely and prominently attached to the Landlord's door on _____ *(insert date)*

_____ Notice was sent by certified mail (receipt requested) on _____ *(insert date)*.

Dated the _____ day of _____, _____.

(Signature of Individual Serving Notice)

(Printed Name)

Retain a copy of this notice for your records.