

Notice to Vacate (End Tenancy) Letter

Formally Notify Your Landlord of Your Intention to Leave

When ending a tenancy, it's important to provide written notice in accordance with your tenancy agreement. This helps ensure you meet your contractual obligations, avoid unnecessary fees, and maintain a clear record of communication.

Use this template to officially notify your landlord or letting agent of your intended move-out date.

Date: _____

Tenant Name(s): _____

Rental Property Address: _____

Email Address: _____

Phone Number: _____

Landlord / Letting Agent Name: _____

Agency / Company Name: _____

Address: _____

Subject: Notice to Vacate Property

Dear _____,

I am writing to provide formal notice that I intend to end my tenancy and vacate the property located at:

Property Address:

In accordance with the terms of my tenancy agreement, this letter serves as my official notice to terminate the tenancy.

Intended Move-Out Date

I understand that this notice period is being provided in accordance with the requirements set out in my tenancy agreement.

Request for Move-Out Information

Please confirm the following:

- Final inspection procedure
 - Key return instructions
 - Forwarding address requirements
 - Deposit return process
 - Any outstanding obligations before vacating
-

Forwarding Address

Please send any future correspondence and deposit-related communications to:

Utility and Account Arrangements

I will ensure that all utility providers and relevant service accounts are notified of my move-out date and that final meter readings are recorded before leaving the property.

Request for Confirmation

I kindly request written confirmation that this notice has been received and accepted, along with details of any next steps required before the tenancy ends.

Thank you for your assistance throughout the tenancy. I appreciate your cooperation in ensuring a smooth move-out process.

Yours sincerely,

Tenant Name: _____

Signature: _____

Date: _____

Tenant Move-Out Checklist

Before leaving the property:

- Provide required notice period
- Schedule final inspection
- Record final meter readings
- Take move-out photographs
- Complete end-of-tenancy cleaning
- Return all keys
- Update forwarding address
- Cancel or transfer utilities
- Retain copies of all communications

Tenant Record Section

Date Notice Sent

Method Sent

- Email
- Post

Property Portal

Hand Delivered

Confirmation Received

Yes

No

Confirmation Date

Notes:

Important Reminder

Always review your tenancy agreement before submitting notice. Giving insufficient notice could result in additional rent charges or deductions. Keep a copy of this notice and any correspondence for your records until your tenancy has officially ended and your deposit has been returned.