# NOTICE OF INTENT TO VACATE

Date: {{current\_date}}

To:

{{landlord\_name}}

{{landlord\_address}}

{{landlord\_city}}, {{landlord\_province}} {{landlord\_postal\_code}}

From:

{{tenant\_name}}

{{property\_address}}

{{property\_city}}, {{property\_province}} {{property\_postal\_code}}

Re: Notice to Vacate Rental Property at {{property\_address}}, {{property\_city}}, {{property\_province}} {{property\_postal\_code}}

Dear {landlord\_name},

This letter serves as my formal notice of intent to vacate the rental property identified above, in accordance with the Residential Tenancies Act which requires 60 days for month-to-month tenancies.

I will be vacating the premises on {{vacate\_date}}, which provides the required notice period as stipulated in our lease agreement and provincial law.

I request that we schedule a move-out inspection prior to my departure. I am available on the following dates and times:

{{inspection\_dates}}

Please forward my security deposit to the following address:

{{forwarding\_address}}

{{forwarding\_city}}, {{forwarding\_province}} {{forwarding\_postal\_code}}

I will arrange for the disconnection or transfer of utilities on {{utility\_date}}.

I have appreciated my time as a tenant at this property. Please contact me at your earliest convenience to confirm receipt of this notice and to arrange the move-out inspection.

Sincerely,

{{tenant\_name}}

Phone: {{tenant\_phone}}

Email: {{tenant\_email}}