# 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 Landlord and Tenant Act which requires 30 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}}