

LEASE TERMINATION LETTER

(FOR MONTH-TO-MONTH TENANCY)

Effective Date:

RE: NOTICE TO TERMINATE LEASE

Dear ,

I, , as your ☐ Landlord ☐ Tenant am sending this letter as official notice with the intention of terminating the lease dated on . In accordance with governing law, the lease shall be terminated upon days from the date you receive this notice.

If any refundable deposits were made by the Tenant, they shall be disbursed to: (check one)

- ☐ A mailing address to be provided later by the Tenant.
- ☐ The mailing address of: .

In addition, the Landlord and Tenant agree to the following:

- It is recommended that both the Landlord and Tenant perform a move-out inspection of the premises to inspect any damage (less wear and tear);
- All possessions are required to be removed from the premises within the notice period; and
- The Tenant agrees to arrange for all utilities to be turned off upon move-out.

Sender's Signature: Date:

Print Name:

AFFIDAVIT OF SERVICE

County of

State of

Date:

I. SERVER

I, ("Server"), declare under penalty of perjury that the following documents were delivered and served in the following manner:

II. DOCUMENTS

The documents served are described as a Lease Termination Letter.

III. RECIPIENT

The above-mentioned documents were delivered to:

- a.) Defendant/Respondent: ("Recipient")

b.) Address/Location:

c.) Date & Time: Time: ☐ AM ☐ PM

IV. DELIVERY

The Recipient received the documents by: (check one)

☐ **Mail.** The Server sent the documents in the mail by: (check one)

☐ Standard Mail

☐ Certified Mail (with return receipt)

☐ FedEx

☐ UPS

☐ Other

☐ **Direct Service.** The Server handed the documents to a person identified as the Recipient.

☐ **Someone at the Residence.** The Server handed the documents to someone who identified as living at the residence and stated their name is:

☐ **Someone at the Workplace.** The Server handed the documents to someone who identified to be the Recipient's co-worker and stated their name is:

☐ **Leaving at the Residence.** The Server left the documents in the following area:

☐ **Recipient Rejected Delivery.** The Server delivered the documents to the Recipient in-person and did not accept delivery.

☐ **Other.**

V. VERIFICATION

I declare under penalty of perjury under the laws located in this State that the foregoing is true and correct.

Server's Signature: **Date:**

Print Name: