**LEASE TERMINATION LETTER**

(FOR MONTH-TO-MONTH TENANCY)

Effective Date: [Date]

**RE: NOTICE TO TERMINATE LEASE**

Dear [Recipient's Name],

I, [Sender's Name], as your [ ]  Landlord [ ]  Tenant am sending this letter as official notice with the intention of terminating the lease dated on [Date]. 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: [Mailing Address].

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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Signature] |  | [Date] |  | [Name] |
| **Sender’s Signature** |  | **Date** |  | **Print Name** |

**AFFIDAVIT OF SERVICE**

County of [County]

State of [State]

Date: [Date]

1. **SERVER**

I, [Server's Name] (“Server”), declare under penalty of perjury that the following documents were delivered and served in the following manner:

1. **DOCUMENTS**

The documents served are described as a Lease Termination Letter.

1. **RECIPIENT**

The above-mentioned documents were delivered to:

1. Defendant/Respondent: [RECIPIENT'S NAME] (“Recipient”)
2. Address/Location: [ADDRESS/LOCATION]
3. Date & Time: [DATE] Time: [TIME] [ ]  AM [ ]  PM
4. **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: [PERSON'S NAME]

[ ]  - **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: [PERSON'S NAME].

[ ]  **-** **Leaving at the Residence**. The Server left the documents in the following area: [PERSON'S NAME].

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

[ ]  - **Other**. [OTHER].

1. **VERIFICATION**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Signature] |  | [Date] |  | [Name] |
| **Server’s Signature** |  | **Date** |  | **Print Name** |