**NEW YORK LEASE TERMINATION LETTER**

In Accordance with § 232-b

(Check One)

- I am your Landlord and this is the Tenant’s official notice that their lease dated on the [Date] will be terminated on the [Date] . Termination by the Landlord must be at least one (1) month from the next payment date.

- I am your Tenant and this is the Landlord’s official notice that their lease dated on the [Date] will be terminated on the [Date] . Termination by the Tenant must be at least one (1) month from the next payment date.

After I move out, please mail the security deposit to:

[Street Address]

[City]

[State]

[Zip Code]

The day of move-out, both parties should walk through the apartment to perform the move-out inspection. The time for this should be on the termination date or on any date agreed upon by landlord and tenant.

Tenant agrees to arrange for all of the utilities to be TURNED OFF upon move-out. If the landlord would like to transfer the accounts to their name they should inform the tenant as soon as possible.

|  |  |  |
| --- | --- | --- |
| [Signature] |  | [Name] |
| **Signature** |  | **Print Name** |

**Certificate of Service**

I certify that on [Date] , a copy of this Termination Letter was served on [Date] at the indicated address by: [Name]

- Delivering it personally to the person in possession.

- Delivering it on the premises to a person of suitable age and discretion who resides or is employed at the premises, **and** mailing a copy addressed to the person in possession.

- Affixing a copy to a conspicuous part of the premises or under the entrance door, **and** mailing a copy addressed to the person in possession.

|  |
| --- |
| [Signature] |
| **Signature** |