

# Lease Termination Notice

A dated written notice ending a tenancy, stating the move-out date, the basis for ending, and the next steps for both sides.

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## 1. Parties and lease reference

Identifies the tenancy being ended and the document that governs it.

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## 2. Termination date

States the exact day the tenancy ends and possession returns.

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## 3. Notice period compliance

Shows the notice meets the length the lease requires, counted from delivery.

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## 4. Basis for ending

Names the lease clause or mutual agreement under which the tenancy is ending.

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## 5. Move-out arrangements

Proposes the walkthrough, key return, and final meter readings.

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## 6. Deposit settlement

Sets expectations for how and when the deposit will be returned.

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## 7. Date and signature

The person giving notice signs and dates it and keeps delivery proof.

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Signatures — A

Date: \_\_\_\_\_

\_\_\_\_\_  
Signatures — B

Date: \_\_\_\_\_

\_\_\_\_\_  
Witness signature

Date: \_\_\_\_\_

PREVIEW