

# SAMPLE

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## NOTICE TO LANDLORD OF TERMINATION OF WEEK-TO-WEEK TENANCY

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**To:** \_\_\_\_\_ (Date) \_\_\_\_\_  
(Landlord)

**Re:** \_\_\_\_\_  
(Address of rental unit)

\_\_\_\_\_  
(City, State)

You are notified that I am terminating my tenancy effective fourteen (14) days from the date you receive this notice. I will move out by the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Please send my security deposit of \$ \_\_\_\_\_, or an explanation of how it was used, to my new address:

\_\_\_\_\_  
(Tenant's Name)

\_\_\_\_\_  
(Tenant's New Address)

\_\_\_\_\_  
(City, State)

I understand that the law requires that my deposit be returned or accounted for within 14 days of the termination of my tenancy and the day I move.

**Signed:** \_\_\_\_\_  
(Tenant)

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### Tenant's Record of Service

**Instructions:** Serve a copy of this notice on the landlord. Immediately fill out this section to describe how service was accomplished. Complete all statements that apply. Keep the completed original.

- Landlord acknowledges receipt of this notice on \_\_\_\_\_.  
(Date) (Landlord/Property Manager's Signature)
- This notice was personally served on \_\_\_\_\_ by the undersigned on \_\_\_\_\_.  
(Name) (Date)
- I attempted to make personal service on the landlord. I knocked on the door, but no one answered. I believed the landlord was absent, so I securely affixed the notice to the entry door of the premises.
- This was done on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ a.m./p.m.
- I mailed a copy of this notice to landlords address at \_\_\_\_\_,  
on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. (Address)
- Landlord was served by registered or certified mail. (I have retained the receipt.)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Keep a copy of this notice.**