

30-DAY LEASE TERMINATION LETTER

Effective Date: _____, 20____

RE: NOTICE TO TERMINATE LEASE

Dear _____,

I, _____, as Landlord Tenant am sending this letter as official notice with the intention of terminating the lease dated on _____ 20____. In accordance with governing law, the lease shall be terminated upon ____ days from the date you receive this notice.

*Refundable deposits shall be disbursed to:

- A mailing address to be provided later by the Tenant.

- The mailing address of: _____.

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: _____, 20____

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: _____, 20____ 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.

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

_____.

- **Individual 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: _____