**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

1. **SERVER**. I, (“Server”), declare under penalty of perjury that the following documents were delivered and served in the following manner:
2. **DOCUMENTS**. The documents served are described as a Lease Termination Letter.
3. **RECIPIENT**. The above-mentioned documents were delivered to:
   1. Defendant/Respondent: (“Recipient”)
   2. Address/Location:
   3. Date & Time: , 20 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.
* - **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**. .

1. **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: