

New York 30 Day Notice to Vacate

Date: _____

Re: Notice of Intent to Terminate Tenancy

Dear _____,

This letter serves as official notice that your tenancy will terminate on _____, for the premises located at: _____

For our records and the return of security deposit monies, please provide your forwarding address and phone number.

Sincerely,

(Landlord Signature)

(Landlord Printed Name)

(Landlord Phone Number)

(Landlord Address)

CERTIFICATE OF SERVICE

I certify that a copy of this notice has been furnished to the above-named tenant(s) on _____ by:

- Hand delivery to Tenant _____; **or**
- Hand delivery of the notice to someone of suitable age and discretion at the premises: _____ and mailing the notice by certified or registered mail with a return receipt and first class regular mail; **or**
- Posting the notice on the premises and mailing the notice by certified or registered mail with a return receipt and first class regular mail.

(Landlord Name)

(Landlord Signature)