

Washington 120 Day Notice to Vacate

Date: _____

Re: Notice to Terminate Tenancy

Dear _____,

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

Your rental agreement shall terminate on the date specified above for the following reason:

- Demolish or substantially rehabilitate the premises
- Condo Conversion

Conversion to Condominiums

Tenants receive tenant-to-homeowner program information at the time the notice is served by the landlord for condo conversions. There is a county or city relocation assistance program for tenants or subtenants of conversion condominiums in the jurisdiction in which the property is located.

City/County Department for Conversion Condominiums Relocation Assistance:

Phone number: _____

The landlord shall pay relocation assistance, in an amount to be determined by the city or county, if there is a program in the jurisdiction of the premises, which may not exceed a sum equal to three months of the tenant or subtenant rent at the time of the conversion notice in the following situations:

- a. Tenants who do not elect to purchase a unit;
- b. Tenants who are in lawful occupancy for residential purposes of a unit; and
- c. Tenants whose annual household income from all sources, on the date of the notice was less than an amount equal to 80 percent of:
 - i. The annual median income for comparably sized households in the standard metropolitan statistical area.

- ii. If the condominium is not within a standard metropolitan statistical area, the annual median income for comparably sized households in the state of Washington.

The household size of a unit shall be based on the number of persons actually in lawful occupancy of the unit. The tenant or subtenant actually in lawful occupancy of the unit shall be entitled to the relocation assistance. Relocation assistance shall be paid on or before the date the tenant or subtenant vacates and shall be in addition to any damage deposit or other compensation or refund to which the tenant is otherwise entitled. Unpaid rent or other amounts owed by the tenant or subtenant to the landlord may be offset against the relocation assistance:

- a. Elderly or special needs tenants who otherwise meet the requirements shall receive relocation assistance, the greater of than the amount equal to three (3) months of rent;
- b. The sum of actual relocation expenses of the tenant, up to a maximum of \$1,500 in excess of the amount equal to three (3) months of rent, which may include costs associated with the physical move, first month's rent, and the security deposit for the dwelling unit to which the tenant is relocating, rent differentials for up to a six-month period, and any other reasonable costs or fees associated with the relocation. Receipts for relocation expenses must be provided to the landlord by eligible tenants, and landlords shall provide the relocation assistance to tenants in a timely manner. The city or county may provide additional guidelines for the relocation assistance.

Condo conversion relocation assistance in the amount of \$ _____, which shall be received by the tenant before the last day of the notice period.

No tenant or subtenant may be required to vacate upon less than 120 days' notice, except by reason of nonpayment of rent, waste, conduct that disturbs other tenants' peaceful enjoyment of the premises, act of unlawful detainer and the terms of the tenancy may not be altered during that period or if the landlord gives the tenant a chance to terminate the lease early, within 30 days.

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 of the notice 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; **or**
- Sending the notice electronically (if agreed to by the parties in writing).

(Landlord Name)

(Landlord Signature)