

LEASE TERMINATION NOTICE TO VACATE

To: _____
(Tenant's Name)

(Rental Unit Street Address)

(Rental Unit City/State/Zip)

You are hereby notified that I (landlord) elect to end your tenancy at

_____ (address)

on _____ (date).

The date of this notice is at least 90 days prior to the end of the year for year-to-year tenants, or at least one full rental period's notice (7 days for week-to-week tenants, 30 days for month-to-month tenants, etc.).

As a result, this notice is in compliance with WV Code §37-6-5.

Upon move out, please notify me of the address to send your remaining security deposit.

Today's Date: _____

Signature of party completing this notice:

Printed Name and Title (i.e. landlord, property manager, etc.):

.....

Tenant's Acknowledgement

On _____ (date) at _____ (time), tenant acknowledged receipt of this notice.

Tenant Signature and Date

.....

Certificate of Service

☐ I certify that I personally served this notice on the following person:

OR

☐ I attempted to make personal service on the tenant(s) named above but no one appeared. I believed tenant(s) to be absent, so I left a copy with a member of the tenant's family over the age of 16.

OR

☐ I attempted to make personal service on the tenant(s) named above but no one appeared. I believed tenant(s) to be absent, so I left a copy of the notice at the tenant's workplace.

OR

☐ I faxed a copy of the notice to the tenant's workplace/home.

OR

☐ I mailed a copy of the notice to the tenant via regular mail.

Date: _____

Signature of person attempting service:

Printed Name:
