

## **NOTICE TO SURRENDER POSSESSION OF PREMISES**

Date: [Current Date]

To: [Tenant Name(s)]

And all other occupants of: [Full Address of the Property]

### **RE: TERMINATION OF LEASE AND DEMAND FOR POSSESSION**

Dear [Tenant Name],

Please be advised that your lease agreement for the premises located at [Full Address of the Property] expired on [Lease End Date]. You are currently occupying the premises as a holdover tenant without the consent of the Landlord.

**DEMAND IS HEREBY MADE** that you vacate and surrender possession of the property to the Landlord no later than [Time, e.g., 12:00 PM] on [Date, e.g., 3 to 30 days depending on local law].

Failure to vacate the premises by the date and time specified above will result in the commencement of legal proceedings to evict you and all other occupants. This action may result in a judgment against you for:

- Possession of the property;
- Holdover rent at the rate of [Amount] per day/month;
- Damages;
- Court costs and reasonable attorney fees.

Please return all keys and property access devices to [Name/Location] upon your departure. This notice is intended to be a formal demand for possession and serves as a prerequisite to any legal action for eviction.

Sincerely,

[Landlord/Property Manager Name]

[Landlord Address]

[Landlord Phone Number]

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## **PROOF OF SERVICE**

I, [Server Name], declare that on [Date], I served this notice by:

- Delivering a copy to the tenant personally.
- Leaving a copy with a person of suitable age at the residence.
- Posting a copy in a conspicuous place on the property and mailing via certified mail.

Signature of Server: \_\_\_\_\_