

## NOTICE TO SURRENDER POSSESSION OF THE PREMISES

Date: [Date of Notice]

To: [Tenant Name(s)]

And all other occupants in possession of the premises located at:

[Full Property Address]

**NOTICE IS HEREBY GIVEN** that your lease agreement or month-to-month tenancy for the premises described above expired on [Lease Expiration Date].

Because you have failed to vacate the premises following the expiration of your tenancy, you are currently considered a "holdover tenant."

The Landlord does not consent to your continued occupancy. You are hereby required to quit and surrender possession of the premises to the Landlord within [Number of Days, e.g., 3 or 7] days from the date of service of this notice.

If you fail to vacate the premises by [Final Move-out Date], the Landlord will initiate legal proceedings against you to recover possession of the property, seek damages for your continued unauthorized stay, and request reimbursement for legal costs and attorney fees as permitted by law.

Please return all keys and property access devices to [Name/Location] upon your departure.

Sincerely,

[Landlord or Agent Signature]

[Printed Name of Landlord/Agent]

[Landlord Address]

[Phone Number]

### **Proof of Service:**

I certify that on [Date], I served this notice by:

Personal delivery to the tenant.

Leaving a copy with a person of suitable age at the residence.

Posting a copy in a conspicuous place and mailing via certified mail.