

## **NOTICE TO VACATE FOR HOLDOVER**

Date: [Date of Notice]

To: [Tenant Name(s)]

Address: [Rental Property Address]

City, State, Zip: [City, State, Zip Code]

Dear [Tenant Name],

This letter serves as formal notice that your lease agreement for the premises located at [Rental Property Address] expired on [Lease Expiration Date].

As of the date of this notice, you have failed to vacate the property and are currently considered a holdover tenant. Your continued possession of the premises is without the consent of the landlord.

Demand is hereby made that you vacate and surrender possession of the property no later than [Time] on [Date].

Failure to vacate by the aforementioned date will result in the commencement of formal eviction proceedings in court to recover possession of the property, as well as a claim for damages, holdover rent, and legal fees as permitted by law.

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

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Phone Number]

[Email Address]