

LETTER OF INTENTION TO VACATE

\_\_\_\_\_  
(Date)

Dear \_\_\_\_\_,  
(Owner/Agent)

I am writing to inform you that I will be vacating \_\_\_\_\_  
(Address)

\_\_\_\_\_, by \_\_\_\_\_.  
(Date Vacating Unit)

Because I am giving you thirty days notice to vacate and plan to leave the premises clean and in good condition, allowing for normal wear and tear, I would appreciate the return of all and any deposits no later than three weeks after vacating.

Please feel free to call me if you have any questions.

Sincerely,

\_\_\_\_\_  
(Tenant)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

Please provide a copy of this form to Sonoma County Housing Authority.  
Keep a copy of this form for your records.