

New York Lease Termination Letter

Notice Date: _____ Address of Premises: _____

To: _____

- This notice is to inform my intentions as Landlord that the lease dated the ____ day of _____, 20__ will be terminated in accordance with § 232-a and § 232-b. As Tenant, you shall have one (1) month to vacate the Premises along with all your possessions.

- This notice is to inform my intentions as Tenant that the lease dated the ____ day of _____, 20__ will be terminated in accordance with § 232-a and § 232-b. As Landlord, this request shall provide you with one (1) month for me to vacate the Premises along with all my possessions.

The Security Deposit, minus any deductions, shall be returned to the following address:

PROOF OF SERVICE

I, the undersigned, being at least 18 years of age, declare under penalty of perjury that I served the above notice, of which this is a true copy, on the following tenant(s) in possession in the manner(s) indicated below:

- On _____, I handed the notice to the tenant(s) personally.

- On _____, after attempting personal service, I handed the notice to a person of suitable age and discretion at the residence/business of the tenant(s), AND I deposited a true copy in the _____ [Name of Your Postal Service], in a sealed envelope with postage fully prepaid, addressed to the tenant(s) at his/her/their place of residence.

- On _____, after attempting service in both manners described above I placed the notice in a conspicuous place at the residence of the tenant(s) AND I deposited a true copy in the _____ [Name of Your Postal Service] in a sealed envelope with postage fully prepaid, addressed to the tenant(s) at his/her/their place of residence.

Landlord's Signature: _____ Date: _____

Print Name: _____