

NOTICE TO VACATE FOR HOLDING OVER

(Names of tenant)

Date

(Street address and suite number, if applicable)

(City, State ZIP)

Re: Notice to vacate for holding over

Lease dated _____ between you and _____ (owner)

Dear _____:

You are holding over in the leased premises beyond the end of the lease term or renewal or extension period.

You are hereby required to vacate the leased premises *immediately*. Demand for possession is hereby made. Your failure to immediately vacate may subject you to any lease remedies of eviction, contractual lien, statutory change of locks, cutoff of electricity paid for by owner, holdover rents, damages to prospective tenants, damages to owner in case the prospective tenant cancels his lease, attorney's fees and the right (at our option) to extend your lease obligations for another month.

Also, if you have not vacated the premises on or before midnight, the _____ day of _____, 20____ (which is at least three days from the delivery of this notice to you or to the leased premises), appropriate legal action will be taken before the Justice of the Peace. Delay or postponement of any of the above remedies shall not constitute waiver.

Date notice was given by method checked below

Signature of owner's representative

This notice was: (*check at least one*)

- hand delivered to any tenant named above
- hand delivered to any person 16 years or older requested
at the leased premises

- sent by regular mail
- sent by certified mail, return receipt
- sent by registered mail