

New York Tenant Notice to Vacate

General template, not legal advice. Have a New York attorney review before use. Last reviewed October 29, 2026.

Tenants use this notice to tell the landlord they are leaving at the end of a lease or ending a month to month tenancy. Landlords can hand it to tenants who say they are moving, so the date and forwarding address are in writing.

Date of notice

To (landlord or property manager)

Landlord address

From (all tenants on the lease)

Property address and unit

City, state and ZIP

Dear _____ (Landlord name),

This letter is my written notice that I will move out of the property listed above and return possession on or before _____ (Move out date).

- ☐ My fixed-term lease ends on _____ (Lease end date) and I will not renew it.
- ☐ I rent month to month and I am giving at least _____ (Number of days) days of notice, as required by my lease and by New York law.
- ☐ I am ending my lease early under a lease clause or a legal right. Details: _____ (Clause or right relied on)

Notice to end a month to month tenancy: _____ (check the rule in New York)

I understand that rent is owed through _____ (Last day rent is owed) and that I must leave the home clean and in the same condition as at move-in, apart from normal wear and tear.

Move-out inspection and keys

Please contact me to schedule a move-out inspection before I leave. I would like to be present. I will return all keys, fobs, remotes and parking passes on _____ (Key return date) by _____ (How keys will be returned).

Security deposit

Please send my security deposit and any itemized list of deductions to the forwarding address below within the time required by New York law.

Forwarding street address

City, state and ZIP

Phone

Email

Deposit return deadline in New York: The landlord must return the deposit, minus lawful deductions, within 14 days after the tenant moves out. (General Obligations Law section 7-108)

Thank you.

Tenant signature

Printed name

Date

Tenant signature

Printed name

Date

Landlord acknowledgment

Received on _____ (Date received). Move-out inspection set for _____ (Inspection date and time).

Landlord or agent signature

Printed name

Date

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