

Notice of Termination of Lease

Subject Property: [PROPERTY ADDRESS]

Return To: [PREPARER NAME]

[PREPARER E-MAIL ADDRESS]

This **NOTICE OF TERMINATION OF LEASE** (this "Notice of Termination of Lease"), dated as of [DATE], is by and between [LANDLORD NAME], and [TENANT NAME], a[n] [STATE OF ORGANIZATION] [ENTITY TYPE], having an office at [TENANT ADDRESS] ("Tenant").

The Landlord and Tenant hereby acknowledge the following:

1. Name and Principal Place of Business of Landlord.

[LANDLORD NAME], with its principal place of business at [LANDLORD ADDRESS].

2. Name and Principal Place of Business of Tenant.

[TENANT NAME], with its principal place of business at [TENANT ADDRESS].

3. Leased Premises.

The certain premises more particularly described on Exhibit A attached hereto and made a part hereof (the "Premises"), with a street address of [STREET ADDRESS], [MUNICIPALITY], Commonwealth of Massachusetts (the "Property") leased by the Landlord to the Tenant pursuant to the terms of that certain [LEASE TITLE], dated [EXECUTION DATE] by and between Landlord and Tenant (the "Lease").

4. Lease Termination Date.

The Lease shall terminate on [DATE].

5. Party Terminating Lease.

Please check the appropriate box.

☐ Landlord

☐ Tenant

☐ Both Parties

I, [LANDLORD/TENANT], am hereby terminating the lease agreement dated [DATE], and intend to have the property vacated by [DATE].

6. Lease Termination Reason.

The lease is being terminated for the following reason:

- ☐ Lease termination.
- ☐ Neglect in taking care of the property.
- ☐ Breach of the lease agreement.
- ☐ Violation of the law.
- ☐ Illegal activity.
- ☐ Foreclosure of the property.
- ☐ Property is being sold.
- ☐ Active military duty.
- ☐ Other reason:

7. Security Deposit. (Check one)

☐ I am your Landlord and this is my official notice that I will be returning your security deposit in full, including any applicable accrued interests, as required by law. However, it is possible that I might have to retain a portion of the security deposit to cover damages on the property. In such a case, I must provide you with an itemized list of all charges and the reason behind said charges.

☐ I am your Tenant and this is my official request to have my security deposit returned to me in full, including any applicable accrued interest, as required by law. However, if you are to retain any amount of the security deposit you must provide me with an itemized list of all charges and the reason behind said charges.

IN WITNESS WHEREOF, Landlord and Tenant have executed this Notice of Termination of Lease as of the date set out above.

[LANDLORD NAME]
By _____
Name:
Title:
[TENANT NAME]
By _____
Name:

Title:

CERTIFICATE 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 _____, I handed the notice to a person at the premises who is 16 years of age or older, OR affixed the notice to the inside of the main entry door.

___ On _____, I securely affixed the notice to the outside of the main entry door, because the dwelling has no mailbox and has a keyless bolting device, alarm system, or dangerous animal that prevents me from entering the premises to leave the notice to vacate on the inside of the main entry door.

___ On _____, I mailed a true copy by regular mail, by registered mail, or by certified mail, return receipt requested, to the premises in question.

Executed on _____

Served by _____