VIRGINIA LEASE TERMINATION NOTICE

Date: _____

RE: NOTICE OF LEASE TERMINATION

Dear _____ and all occupants in possession,

You are hereby notified, with ____ days' notice, that the following tenancy will end:

Property Address: _____ ("Property")
Reason for Termination: _____.
Lease Start Date: _____
Lease End Date: _____ ("Termination Date")

1. **Terms of Termination**. The Property shall be vacated and returned to full possession of the Landlord no later than 11:59 p.m. on the Termination Date. Rent remains due and payable through the Termination Date and any security deposit cannot be substituted for the last month's rent.

2. **Tenant's Duties**. Before the Termination Date, it is the Tenant's obligation to do the following:

   a.) Remove Personal Property. Remove all personal property and leave the Property in the same clean condition as at move-in, ordinary wear and tear excepted. Anything left behind will be handled under Virginia law.
   b.) Returning Access. Return all keys, access cards, garage openers, and other entry devices to the Landlord at an agreed-upon meetup time and location.
   c.) Forwarding Address. Provide a forwarding address for any follow-up documentation and to return the security deposit, less any lawful deductions.
   d.) Move-Out Inspection. If a move-out inspection is coordinated, it shall be at an agreeable time and location between the parties.

3. **Unlawful Possession**. If the Tenant remains in the Property after the Termination Date, the Landlord may take legal action to recover possession and seek holdover rent, damages, court costs, and attorney's fees as allowed by law.

Landlord / Agent: _____ Date: _____

Print Name: _____