



54 LOCKE STREET CHELSEA, MASSACHUSETTS 02150

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NOTICE TO TERMINATE TENANCY

Dear _____:

(Property Owner)

This notice is to advise you that I plan to move from my leased apartment at:

I hereby terminate my tenancy effective: _____. I am also requesting that you inspect my apartment with me before I move so there will be no misunderstanding about the return of my security deposit if applicable

Sincerely,

Signature of Tenant

Date

Instructions:

A Notice of Termination of Tenancy by the Tenant must be received by the property owner, with copy to Chelsea Housing Authority, at least one calendar month prior to the effective date. For example, if you would like to move December 1, the property owner must receive notice by October 31. A copy must be submitted to Chelsea Housing Authority at the same time.

If you do not use this form, any letter submitted as a Notice to Terminate Tenancy must contain the same information. This form should be given to the property owner and a copy submitted to Chelsea Housing Authority at the same time.