

Sample 90-day Notice to Vacate

Grantee or Agency Letterhead

(Date)

Dear _____:

As you know, the City is purchasing your home (apartment). The purchase will be completed on ____ (Date – must be no later than 60 days after date of this letter) ____. We have been in contact with you since ____ (Date) ____ to help you locate and move into suitable replacement housing. We have referred you to ____ (Number) ____ such units.

The house (apartment) you are now living in must be vacated in 90 days, by ____ (Date – must be at least 90 days after date of this letter) ____. We will send you a second notice 30 days before you must vacate.

If you have any questions or need additional assistance in completing your move, please call ____ (Contact Name) ____ at ____ (Telephone Number) ____.

Sincerely,

(Name and Title)

Sample 30-day Notice to Vacate

Grantee or Agency Letterhead

(Date)

Dear _____:

This letter is to inform you that you must vacate this house (apartment) within 30 days, on ____ (Date – must be 30 days after date of this letter, and 30 days after City has title to property) ____.

If you have any questions or need additional assistance in completing your move, please call ____ (Contact Name) ____ at ____ (Telephone Number) ____.

Sincerely,

(Name and Title)