

**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)