# Sample 90-Day Move Notice

Grantee or Agency Letterhead

DATE

Dear TENANT NAME:

As you know, the GRANTEE is purchasing your HOME/APARTMENT BUILDING. 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 ENTER NUMBER OF UNITS such units.

The HOUSE/APARTMENT BUILDING 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 Move Notice

Grantee or Agency Letterhead

DATE

Dear TENANT NAME:

This letter is to inform you that you must vacate this HOUSE/APARTMENT within 30 days, on DATE (must be at least 30 days after date of this letter, and at least 30 days after Grantee 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)