

SAMPLE 90-DAY NOTICE TO VACATE
(USE LETTERHEAD)

[DATE]

[ADDRESSEE NAME AND ADDRESS]

Dear [NAME]

Notice is hereby given that [CAMPUS NAME] has elected to terminate your tenancy of the premises situated in the City of [CITY] , County of [COUNTY] , State of California and commonly known as [NAME OF PREMISES] at [ADDRESS], and you are hereby required to quit and deliver up possession of said premises on or before [DATE, NOT LESS THAN 90 DAYS FROM THIS NOTICE’S DATE]. If you fail to do so, [CAMPUS NAME] will institute legal proceedings against you to recover possession of said premises, with rents and damages.

[CAMPUS NAME]

Method of Service:

Posted on door Mailed certified mail Mailed regular mail

Personally served displacee Personally served other explain who: _____

Date of Service: _____

Served by: _____