

LETTERHEAD

June 8, 2020

Janice Doe
1234 Happy Street
Happyville, ON H1P H0P

RE: Notice to Vacate

Dear Household;

This is to confirm receipt of your letter dated May 31, 2020, stating you are moving out September 1, 2020.

I would like to set a time to inspect with you the condition of your unit to see whether there are repairs or improvements that must be completed before a new household moves in. This inspection is scheduled well in advance of your move-out to allow time for any necessary work to be done.

The unit inspection will be conducted on_____.

Enclosed are documents outlining Move-out Responsibilities and a Chargeback List.

If you have any questions, please contact me.

Sincerely,

Jane Doe, Property Manager
Tel: 905-788-0166 ext:123
jdoe@nphcr.ca

encl: Maintenance – Who is Responsible
Cost of Maintenance Charges