

**C-24: SAMPLE 90-DAY NOTICE TO VACATE/30-DAY NOTICE TO VACATE**

**SAMPLE**  
**90-DAY NOTICE TO VACATE**

Date

Dear \_\_\_\_\_:

As you know, the City is purchasing your home (or apartment). The purchase will be completed on (this 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 (or apartment) you are now living in must be vacated in 90-days, by (this date; must be at least 90-days after date on 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 Ms. Ellen Smith at 555-1212.

Sincerely,

Ellen Smith  
City Secretary

**SAMPLE**  
**30-DAY NOTICE TO VACATE**

Date

Dear \_\_\_\_\_:

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

If you have any questions or need additional assistance to complete your move, please call Ms. Ellen Smith at 555-1212.

Sincerely,

Ellen Smith  
City Secretary