



Roommate move-out notice (NY)

[Your name]

[Current address, unit]

[Email] · [Phone]

[Date]

To: [Roommate/co-tenant name(s)]

Cc: [Landlord / property manager name], if a lease co-signer or landlord notice is required

Re: Notice of intent to move out — [rental address, unit]

Dear [Roommate name(s)],

This is to let you know that I plan to move out of [rental address, unit] on [move-out date]. I'm giving this notice [e.g., 30] days in advance so we can plan the transition together.

A few things I'd like us to sort out before I leave:

1. Rent and shared bills: I will pay my share of rent through [date/last full rent period]. Let's confirm how the final month is split and who forwards payment to the landlord.
2. Security deposit: If we contributed to the deposit separately, let's agree in writing on how any refund will be divided once the landlord returns it (New York landlords must return deposits, less lawful itemized deductions, within 14 days of the unit being fully vacated — General Obligations Law § 7-108).
3. Lease status: [If I'm on the lease: I understand that until the landlord releases me or the lease ends, I may remain responsible for rent along with the rest of you, and I'll cooperate with any request to update the lease or find a replacement roommate.] [If I'm not on the lease: My name is not on the lease, so this notice is solely between us as roommates.]
4. Move-out logistics: I'll arrange to remove my belongings and return any keys/fobs by [date]. Please let me know a good time to do a walkthrough together.

If our household's tenancy is month-to-month rather than under a fixed lease, this notice is also intended to satisfy the 30-day written notice New York law requires before ending a month-to-month tenancy (General Obligations Law § 232-a). If we have a separate written roommate agreement, its notice terms control between us and this letter serves as that required notice.

Please reach out if you'd like to discuss any of the above. Thank you for being good roommates — I've appreciated living here.

Sincerely,

[Your name]