Notice of Non-Renewal of Lease

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Tenant Name)

Rental Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This letter serves as formal notice that the lease agreement for the above-listed property, which is scheduled to end on \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_, will not be renewed.

In accordance with the terms of the lease agreement and applicable state/local laws, this notice is being provided at least the required number of days in advance.

# Move-Out Instructions

You are required to vacate the premises and return the keys by \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_. Please ensure the property is left in clean and undamaged condition to avoid deductions from your security deposit.

We recommend scheduling a move-out inspection prior to your departure. Please contact us to arrange a time.

# Landlord/Property Manager

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_

Thank you for your tenancy. If you have any questions, feel free to contact us.