**Lease Non-Renewal Letter**

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

Landlord’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_

Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: NOTICE NOT TO RENEW LEASE

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Tenant name),

The purpose of this letter is to inform you that your lease for the property with an expiration date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert date) will not be renewed. You are required to vacate the premises no later than midnight on this date.

As a reminder, your monthly rent payments will continue to be due in full through the end of the lease, and your security deposit may not be used as a rent payment. As per the terms and conditions of your lease, the property must be in the same condition as when you moved in, less any normal wear and tear.

Please contact my office to arrange a time to conduct a move-out inspection during normal business hours. We recommend that you are present for the inspection, and require that all door keys, garage openers, and mailbox keys be returned to us at that time to avoid re-key and replacement fees.

We will also require you to provide a forwarding address for any additional notices, and so that your security deposit may be returned. State landlord-tenant law allows that part or all of your security deposit may be retained to pay for damage caused by a tenant beyond normal wear and tear.

This Lease Non-Renewal Letter is the legal notice required in your lease and by State law. Failure to move out by the lease expiration date of the lease may result in legal action such as eviction, leading to attorney costs and legal fees, and a negative report to the credit bureaus.

Thank you in advance for your cooperation.

Landlord’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_