FROM (LANDLORD OR PROPERTY MANAGER) **DATE**

Name _____ _____

Address _____

Phone / email _____

Lease Non Renewal Letter

YOUR LEASE WILL NOT BE RENEWED

To (tenant names): _____

Property address and unit: _____

NOTICE OF NON RENEWAL

Your lease that began on _____ ends on _____ and will not be renewed. You must move out, remove your belongings and return all keys by _____ on that date.

This letter gives _____ days of notice under your lease and the law of _____. It is not an eviction notice for unpaid rent or a lease violation.

RENT AND MOVING OUT

Last rent payment due ($): _____ **Due date:** _____

Security deposit held ($): _____ **Return keys to:** _____

Please give me your forwarding address in writing. I will return the security deposit, or send a list of deductions, within the time your state law requires.

Move out inspection: you may contact me to schedule a walk through at _____.

REASON (ONLY IF YOUR STATE OR CITY REQUIRES ONE)

_____

Landlord signature: _____ **Date:** _____

Printed name: _____

DELIVERY RECORD (KEEP A COPY)

☐ Hand delivered ☐ First class mail ☐ Certified mail ☐ Posted on door ☐ Email (if allowed)

Date delivered: _____ **Delivered by:** _____

Instructions for the landlord

Keep this page. Do not send it to the tenant.

WHAT THIS LETTER IS

A written notice that a fixed term lease will end on its end date and will not be renewed. It is not an eviction notice.

BEFORE YOU SEND IT

- Check your lease and your state and city rules. Some places require a set number of days of notice, a reason (just cause), or a specific form to end a lease.
- Send it early. 60 to 90 days before the lease ends gives you and the tenant time to plan.
- Fill in the reason section only if your state or city requires one.

HOW TO DELIVER IT

- Use the delivery method your lease and state allow, tick it in the delivery record, and keep a copy.

FREE GUIDE

State rules: simplerentledger.com/lease-non-renewal-letter/