

Lease Non-Renewal Letter

Date

Tenant's Name: _____

Address: _____

City, State: _____

Dear Tenant:

This letter is to inform you that your current lease at _____ will expire on _____. Per the terms of the attached lease agreement, your last payment is due on _____. At this time, your lease will not be renewed.

As a result, you are required to be fully removed from the premises by midnight on _____. You continue to be responsible for fully complying with all terms and conditions of your current lease, including payment of your monthly rent, in full, through the end of your current lease. Your security deposit may not be used as rent payment.

Attached are detailed move-out instructions. Please review carefully and ensure your compliance with all requirements prior to moving out of the premises. Please sign and date the below acknowledgement and provide to the undersigned. A response is needed by _____.

Sincerely,

Signature

Printed Name

Landlord's Address: _____

Landlord's Phone No.: _____

Landlord's Email: _____

TENANT ACKNOWLEDGEMENT

I _____, am a tenant at _____. I acknowledge that my lease expires on _____ and will not be renewed. I have read the attached move-out instructions and will complete all required tasks by _____.

Tenant's Signature

Date