

NOTICE OF LEASE NON-RENEWAL

Notice to Vacate at End of Lease Term

Date of Notice: _____

To (Tenant[s]): _____, and all other occupants

Rental Property: _____

City, State, ZIP: _____, _____

From (Landlord / Property Manager): _____

Mailing address: _____

Phone: _____ · Email: _____

Lease Dated: _____ Lease Term Ends: _____

Dear _____:

PLEASE TAKE NOTICE that the Landlord will not renew or extend your lease for the Rental Property. Your lease term ends on _____, and your tenancy will end on that date. The lease will not continue as a month-to-month tenancy.

This notice is given at least _____ days before the end of the lease term.

This notice is given under (lease section and statute, if cited): _____

You must vacate the Rental Property, remove all of your personal belongings, and return possession to the Landlord on or before the lease end date. All terms of your lease, including the obligation to pay rent, remain in effect until then.

Reason for Non-Renewal (complete if your state or city requires a reason, or if you choose to state one)

- ☐ No reason is stated.
- ☐ The owner, or a member of the owner's immediate family, intends to occupy the unit as a primary residence. Occupant: _____
- ☐ The owner intends to demolish or substantially remodel the unit. Description: _____
- ☐ The owner is removing the unit from the residential rental market.
- ☐ The owner is selling the property.
- ☐ You have breached your lease as follows: _____
- ☐ Other lawful reason: _____

Relocation Assistance (if applicable)

- ☐ The Landlord will provide relocation assistance of \$_____, paid _____.
- ☐ As relocation assistance, the Landlord waives the rent for the final month of the tenancy, in the amount of \$_____.

Before You Move Out

- Pay all rent and any other amounts owed under your lease through the lease end date, except as stated above.
- Leave the unit clean and in the same condition as when you moved in, except for ordinary wear and tear.
- Remove all of your personal property. Property left behind will be handled as provided by _____ law.
- Return all keys, garage openers, fobs and access cards to _____ by the lease end date.
- Give the Landlord your forwarding address in writing.
- ☐ Your security deposit of \$_____ will be returned, with an itemized statement of any lawful deductions, within the time required by state law.
- ☐ You may request an inspection of the unit before you move out. To schedule it, contact _____.

If you stay in the Rental Property after the lease end date without the Landlord's written consent, you will be a holdover tenant. The Landlord may then file an eviction lawsuit to recover possession and seek holdover damages, attorney's fees and court costs as allowed by your lease and the law. Only a court can order you removed. The Landlord will not change the locks, remove your belongings, or shut off utilities to force you to leave.

Accepting money for any period after the lease end date will not create a new tenancy or extend the lease unless the Landlord agrees in writing, except where the law provides otherwise. If you have questions, please contact the Landlord at the phone number or email above.

Sincerely,

Landlord / Authorized Agent Signature

Printed name and title: _____

Date: _____

CERTIFICATE / PROOF OF SERVICE

I declare that I served this Notice of Lease Non-Renewal on the tenant(s) named above as follows (check one):

- ☐ **Personal delivery:** handed to the tenant in person.
- ☐ **Substituted service:** left with a person of suitable age and discretion at the property, and a copy mailed to the tenant at the property.
- ☐ **Posting and mailing:** posted in a conspicuous place at the property, and a copy mailed to the tenant at the property.
- ☐ **Certified mail,** return receipt requested. Tracking no.: _____
- ☐ **Other method** allowed by state law or the rental agreement: _____

Detail	Entry
Served on (tenant name)	
Date served	
Time served	
Address where served	
Served by (printed name)	

I declare under penalty of perjury under the laws of the State of _____ that the foregoing is true and correct.

Signature of Person Serving Notice

Date: _____