NOTICE OF LEASE NON-RENEWAL

Date: _____ Delivered by (check one): [ ] hand [ ] certified mail [ ] first-class mail [ ] email

To: _____

From: _____

Rental address (the "Premises"): _____

Dear _____:

1. NOTICE OF NON-RENEWAL

Sent by (check one): [ ] the Landlord, _____, to the Tenant(s) [ ] the Tenant(s), _____, to the Landlord

(check one) [ ] The lease of the Premises dated _____ will not be renewed or extended. The lease term ends on _____. [ ] The month-to-month (or other periodic) tenancy of the Premises is ending.

The Tenant will move out and return possession of the Premises to the Landlord by the end of the day on _____ (the "Move-Out Date").

2. NOTICE PERIOD

Notice period required by the lease or the law: _____ days, counted from the day the other side receives this letter. Pick a Move-Out Date that allows the full period. Some states set a minimum notice period, which can depend on how long the tenant has lived there (for example New York, Real Prop. Law § 226-c) or require notice before a lease ends (for example Delaware and Maryland). If the lease requires a longer notice period, the lease period applies.

3. REASON (OPTIONAL)

_____

Landlords: in some states and cities, including California, Colorado, the District of Columbia, New Jersey, Oregon and Washington, a landlord may end or refuse to renew most tenancies only for a reason the law allows, stated in the notice. New York landlords must say whether the unit is covered by the Good Cause Eviction Law and include or attach the notice required by Real Property Law § 231-c.

4. RENT, DEPOSIT AND FORWARDING ADDRESS

Rent remains due through the Move-Out Date. The security deposit of $_____, less any lawful deductions, will be returned within the time state law allows, with any itemized list of deductions the law requires, to this forwarding address: _____.

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.

5. CONDITION, KEYS AND INSPECTION

By the Move-Out Date, the Tenant will remove all belongings, leave the Premises clean and in the same condition as when the tenancy began except for normal wear and tear, and return all keys, access cards and remotes. Keys: _____.

[ ] A move-out inspection is offered or requested before the keys are returned. Contact: _____.

SIGNATURES

Sender (landlord, agent or tenant)

Signature: _____ Date: _____

Printed Name: _____

CERTIFICATE OF DELIVERY

I delivered a copy of this letter to _____ on _____ by (check one) [ ] hand delivery [ ] certified mail, return receipt requested [ ] first-class mail [ ] email. Mailing address or email used: _____.

Signature of person delivering: _____ Printed name: _____

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