

# 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: \_\_\_\_\_

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**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