

Date: [Date]

[Tenant Name(s)]  
[Property Address]  
[Unit Number]  
[City, State, Zip Code]

**Subject: Mutual Agreement to Not Renew Lease**

Dear [Tenant Name],

This letter serves as a formal written agreement between [Landlord/Property Manager Name] and [Tenant Name] regarding the lease for the property located at [Property Address].

The current lease term is scheduled to expire on [Lease End Date]. By signing this document, both the Landlord and the Tenant(s) mutually agree not to renew the lease agreement for any further term.

As a result of this mutual agreement, the Tenant(s) agree to vacate the premises no later than [Time] on [Lease End Date].

**Move-Out Requirements:**

- The unit must be returned in a clean and undamaged condition, normal wear and tear excepted.
- All personal belongings must be removed from the premises.
- All keys, fobs, and garage openers must be returned to [Location] by [Move-Out Date].
- A final inspection will be conducted on [Inspection Date/Time].

**Security Deposit:**

The security deposit of \$[Amount] will be processed in accordance with state law and the terms of the lease. Please provide a forwarding address below for the delivery of the deposit refund and/or an itemized list of deductions.

Forwarding Address: \_\_\_\_\_

By signing below, both parties acknowledge and accept the terms of this non-renewal agreement.

**Landlord/Agent Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**Tenant Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**Tenant Signature:** \_\_\_\_\_

Date: \_\_\_\_\_