

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]
[City, State, Zip Code]

RE: NOTICE OF NON-RENEWAL OF LEASE AND NOTICE TO VACATE

Dear [Tenant Name],

Please be advised that your current lease agreement for the property located at [Property Address] will expire on [Lease End Date].

This letter serves as formal notice that I will not be renewing your lease. I, the owner of the property, intend to occupy this unit as my primary residence starting [Date of Move-In].

As a result, you are required to vacate the premises and return the keys no later than [Move-Out Time] on [Lease End Date].

Before you vacate, please ensure that:

- All personal belongings are removed from the property.
- The unit is cleaned and returned in the same condition as when you moved in, excluding normal wear and tear.
- All keys, fobs, and garage openers are returned to [Location/Person].

Regarding your security deposit of \$[Amount], it will be handled in accordance with state law. After a move-out inspection, the remaining balance and an itemized list of any deductions will be sent to your new forwarding address.

Please provide your new mailing address here:

_____.

If you have any questions regarding this notice, please contact me at [Phone Number] or [Email Address]. Thank you for your cooperation.

Sincerely,

[Owner Signature]
[Owner Printed Name]
[Owner Phone Number]