

Date: [Insert Date]

Recipient Name: [Insert Tenant Name]

Property Address: [Insert Property Address]

Unit Number: [Insert Unit Number]

RE: FINAL NOTICE - PENDING LAPSE OF RENTER'S INSURANCE

Dear [Insert Tenant Name],

Our records indicate that your current renter's insurance policy is set to expire or has already lapsed as of **[Insert Expiration Date]**. This is a final notice regarding this requirement.

Per your lease agreement, maintaining active renter's insurance coverage is a mandatory condition of your residency. This coverage protects both your personal property and provides liability protection for the premises.

To remain in compliance with your lease, please provide one of the following by [Insert Deadline Date]:

- A copy of your renewed policy declaration page.
- Proof of a new policy with [Insert Management Name/Company] listed as an "Interested Party" or "Additional Interested Party."

Failure to provide proof of insurance by the deadline stated above may result in a lease violation fee of [Insert Amount, if applicable] or the forced placement of a liability-only policy at your expense. Please note that forced-placed coverage does not protect your personal belongings.

Please upload your documents to the resident portal or email them directly to [Insert Email Address].

If you have already renewed your policy, please disregard this notice and ensure a copy has been sent to our office.

Sincerely,

[Insert Property Manager Name]

[Insert Company Name]

[Insert Phone Number]