

DATE: [Date]

TO: [Tenant Name(s)]

ADDRESS: [Rental Property Address]

RE: NOTICE OF NON-RENEWAL OF LEASE

Dear [Tenant Name],

This letter serves as formal notice that [Landlord/Property Manager Name] will not be renewing your lease agreement for the property located at [Property Address]. Your current lease is scheduled to expire on [Lease End Date].

The reason for this non-renewal is the presence of significant, unrepaired water damage within the unit. Despite previous inspections and communications, the following issues remain unresolved:

- [Specific location/description of water damage, e.g., Bathroom ceiling leak]
- [Specific location/description of water damage, e.g., Living room floor warping]

Due to the extent of the damage, the premises require extensive repairs and remediation that cannot be safely or effectively completed while the unit is occupied. As a result, we must regain possession of the property to restore it to a habitable condition.

You are required to vacate the premises no later than 11:59 PM on **[Lease End Date]**. Please ensure all personal belongings are removed and all keys are returned to [Location] by this time.

A move-out inspection will be scheduled for [Date/Time]. Regarding your security deposit, an itemized statement and any remaining funds will be sent to your forwarding address within [Number] days of your move-out, in accordance with state law.

Please provide your forwarding address below:

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]