

**Date:** [Insert Date]

**To:** [Tenant Name(s)]

**Property Address:** [Insert Full Property Address]

**Subject: Notice of Non-Renewal of Lease and Intent to Vacate**

Dear [Tenant Name],

Please be advised that the lease agreement for the residential property located at [Insert Property Address], which began on [Start Date], will not be renewed at the end of the current term.

Accordingly, your tenancy will terminate on [Lease End Date]. You are required to vacate the premises and return all keys no later than [Insert Time, e.g., 11:59 PM] on that date.

This notice serves as the formal [Number of Days, e.g., 30 or 60] day notice required under your lease agreement and local landlord-tenant laws.

**Move-Out Requirements:**

- Remove all personal belongings and trash from the property.
- Ensure the home is cleaned to the standard specified in your lease.
- Return all keys, garage door openers, and security fobs to [Insert Location/Person].
- Provide a forwarding address for the processing of your security deposit.

A move-out inspection will be scheduled for [Insert Date/Time]. Your security deposit, minus any lawful deductions for damages beyond normal wear and tear, will be returned to you within [Number of Days] days as per your lease agreement.

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

Sincerely,

[Your Name/Landlord Name]

[Your Signature]

[Your Phone Number]