

[Sender Name/Property Management Company]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: FINAL NOTICE OF LEASE NON-RENEWAL AND VACANCY REQUIREMENT

Dear [Tenant Name],

This letter serves as formal and final notification that your lease agreement for the property located at [Property Address] will not be renewed. Your current lease term is scheduled to expire on [Lease End Date].

As per the terms of your lease agreement and local regulations, you are required to vacate the premises no later than 11:59 PM on [**Vacate Date/Lease End Date**]. Please ensure that all personal belongings are removed and all keys, fobs, and parking passes are returned to [Location for Key Return] by this time.

Move-Out Requirements:

- Remove all personal property and trash from the unit.
- Ensure the property is cleaned to the standards outlined in your move-in agreement.
- Provide your forwarding address for the processing of your security deposit.
- Cancel or transfer all utility accounts effective [Vacate Date].

A move-out inspection is scheduled for [Date] at [Time]. You may be present for this inspection if you wish. Following the inspection, your security deposit will be processed and returned to you, minus any applicable deductions for damages or unpaid balances, within [Number] days as required by law.

If you have any questions regarding this final notice or the move-out process, please contact the office immediately at [Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title/Property Manager]