

**Date:** [Insert Date]

**To:** [Tenant Name]

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

**Subject: Notice of Non-Renewal of Lease Agreement**

Dear [Tenant Name],

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

Please be advised that you are required to vacate the premises no later than [Insert Move-Out Time] on [Insert Lease End Date].

**Reason for Non-Renewal:**

This decision has been made based on the following factors:

- **Property Condition:** Recent inspections have noted concerns regarding the upkeep and condition of the unit that do not align with the terms of the lease agreement.
- **Vacancy Requirement:** The owner requires the unit to be vacant starting [Insert Date] to perform necessary extensive repairs, remediation, or long-term maintenance that cannot be completed while the unit is occupied.

**Move-Out Requirements:**

- Remove all personal belongings and trash from the unit.
- Ensure the property is cleaned according to the move-out checklist provided at the start of your tenancy.
- Return all keys, fobs, and garage openers to [Insert Location/Person] by [Insert Date/Time].
- Provide your forwarding address in writing for the processing of your security disposal/refund.

A final move-out inspection will be conducted on [Insert Date] at [Insert Time]. You are encouraged to be present for this walkthrough.

Regarding your security deposit, an itemized statement and any applicable refund will be sent to your forwarding address within [Insert Number] days, as required by law, following the assessment of the property condition.

If you have any questions regarding this notice, please contact [Insert Name/Office] at [Insert Phone Number/Email].

Sincerely,

[Your Name/Landlord Name]  
[Company Name, if applicable]  
[Phone Number]