Notice of Non-Renewal

General-purpose form, not legal advice. Landlord and tenant law varies by state and city — check your state's requirements before relying on this form.

Use this when the lease is ending on its own date and the landlord will not offer a new term. It gives no reason, on purpose: the notice only needs to be clear about who, where, and the exact last day. This is not an eviction notice. A notice for unpaid rent or a broken lease term is a different document with its own legal requirements. Check the notice period your lease and your state require before you send it, and complete the delivery record on the day it is given.

1. THE PROPERTY AND THE RESIDENTS

PROPERTY ADDRESS

UNIT OR ROOM

DATE OF THIS NOTICE (MM/DD/YYYY)

EVERY RESIDENT NAMED ON THE LEASE

LANDLORD OR MANAGER

CONTACT PHONE OR EMAIL

2. THE LEASE

LEASE START DATE (MM/DD/YYYY)

LEASE END DATE (MM/DD/YYYY)

- ☐ Fixed term that ends on the end date above
- ☐ Fixed term that would continue month to month without this notice
- ☐ Month to month

NOTICE THE LEASE REQUIRES (DAYS)

NOTICE YOUR STATE REQUIRES (DAYS)

DAYS OF NOTICE THIS GIVES

Use whichever of the two required notice periods is longer. Count the days the way your lease and your state count them, and give the notice early enough that it arrives in time, not only that it was sent in time.

3. NOTICE

This is written notice that your lease for the property above will not be renewed. Your tenancy ends on the date below, and that is your last day in the property. Rent remains due through that date under the terms of your lease. Please return all keys, fobs and access devices, and leave the property in the condition the lease requires. This notice is given in accordance with your lease and applicable law.

LAST DAY OF THE TENANCY (MM/DD/YYYY)

MOVED OUT BY (TIME ON THAT DAY)

LANDLORD OR MANAGER SIGNATURE

PRINTED NAME

DATE (MM/DD/YYYY)

4. BEFORE YOU LEAVE

- ☐ Please send a forwarding address for your Security Deposit statement
- ☐ A move-out walkthrough will be offered before your last day
- ☐ Return every key, fob and access device by the time below
- ☐ Remove all belongings; anything left may be handled as your lease and state law allow

WHERE TO RETURN KEYS _____ **KEYS DUE BY (DATE AND TIME)** _____

WALKTHROUGH DATE (MM/DD/YYYY) _____ **WALKTHROUGH TIME** _____ **FORWARDING ADDRESS RECEIVED** _____

Your Security Deposit, less any deductions the lease and the law allow, will be returned or itemized within the time your state requires after you move out.

5. DELIVERY RECORD — COMPLETE ON THE DAY THE NOTICE IS GIVEN

- ☐ Hand delivered to the resident
- ☐ Left with an adult living at the property
- ☐ Posted on the door of the property
- ☐ Sent by first-class mail (keep the receipt)
- ☐ Sent by certified mail (keep the tracking number)
- ☐ Sent by email or another method the lease allows

DELIVERED ON (MM/DD/YYYY) _____ **TIME** _____ **DELIVERED TO** _____

DELIVERED BY _____ **TRACKING NUMBER OR EMAIL ADDRESS USED** _____

NOTES ON DELIVERY

_____

_____

_____ _____ _____

PERSON DELIVERING SIGNATURE **PRINTED NAME** **DATE (MM/DD/YYYY)**

6. RESIDENT'S RECEIPT (OPTIONAL)

I received a copy of this notice on the date written beside my signature. Signing only confirms that I received it.

_____ _____ _____

RESIDENT SIGNATURE **PRINTED NAME** **DATE (MM/DD/YYYY)**

_____ _____ _____

RESIDENT SIGNATURE **PRINTED NAME** **DATE (MM/DD/YYYY)**