

## NOTICE OF NON-RENEWAL OF LEASE

Name of Resident  
Street Address & Unit  
City, State Zip

Dear: \_\_\_\_\_

This letter is notice to you that your current lease/rental agreement for the above described premises will expire at midnight on (date) \_\_\_\_\_ and will not be renewed.

You are required to surrender the premises to Landlord/Agent upon lease expiration. Please return the premises to the same condition as you found it upon move-in, normal wear and tear excepted. You are required to return all keys when vacating the premises.

Our records show you have a security deposit in the amount of \$ \_\_\_\_\_. Any refunds due you after deducting for repairs and unpaid rent (if applicable) will be sent to your new address within \_\_\_\_ days after you turn over the property to us as required by law. If you do not provide a new address, any refund will be mailed to your last known address.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Sincerely,

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (City/State/Zip)

If you have any questions or concerns please contact me at \_\_\_\_\_.

## Cautions on Using This Form

Some leases automatically terminate if not extended in writing by either party; but some state and local laws require a minimum of thirty (30) days' advance notice for non-renewal. Be certain of the legal requirements in your area.

Also be aware that the required notice is normally a full rental payment cycle. So if the rent is due the first of every month, you must give a full calendar month's notice.

Landlord/tenant laws may also require good cause for non-renewal. If your rental is in such a jurisdiction, you must provide valid cause, listed in detail within the notice.

Some states impose a rent penalty on tenants who hold over after lease expiration. Illinois is one of those states, and entitles the landlord to double rent during the holdover period.

Be sure to comply with any statutes governing accounting for – and return of – security deposits.

SAMPLE