

**MARKET RATE/TAX CREDIT - NON RENEWAL LETTER**

Date

Dear

Re: Residency at \_\_\_\_\_

Due to careful review of your resident file we are at this time choosing not to renew your lease agreement that will be expiring on December 31, 2010. Enclosed you will find a copy of the Notice to Vacate and the Move-out Checklist for you to review.

Therefore, your residency at \_\_\_\_\_ will come to an end on December 31, 2010. We have set up a time for 1:00pm on December 31, 2010 to do a move-out inspection with you of this unit and to turn in your keys. You are responsible for carpet cleaning, cleaning of the unit and any damages other than normal wear and tear.

Please give this matter your immediate attention.

Community Manager