

## NOTICE OF NON-RENEWAL OF LEASE

To: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Your lease is scheduled to expire on \_\_\_\_\_.

We are writing to inform you of our decision not to renew your lease. Accordingly, the Lease and your rights of possession to Apartment No. \_\_\_\_\_ shall cease on the expiration date listed above. You must vacate the Apartment no later than this date. If you do not vacate the premises by this date the Landlord may immediately bring court action for possession of the premises and recovery of court costs and its attorney fees. At the court hearing you may present a defense. In addition, you shall be deemed a holdover tenant and may be responsible for holdover damages in accordance with your lease.

We will contact you shortly to discuss move-out procedures and set up a move-out inspection of the Apartment. In the meantime, please do not hesitate to call if you have any questions or if we can be of any assistance regarding your move-out and relocation.

If you are a person with disabilities, you have the right to request reasonable accommodations to participate in the informal hearing process.

Owner: \_\_\_\_\_  
DBA: \_\_\_\_\_  
By: \_\_\_\_\_, Manager  
\_\_\_\_\_, Agent

### SERVICE

I did serve a copy of the above and foregoing notice:

- (A) By personal service on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.
- (B) By leaving a copy with \_\_\_\_\_, a person of the age of \_\_\_\_\_ residing on the premises on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, having first told him/her the contents thereof.
- (C) By posting on the door of the above addressed premises on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and by mailing another copy to the said tenant at \_\_\_\_\_, by certified mail, return receipt requested, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_



This project does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted program's activities.

