

## **Notice of Intent Not to Renew the Lease**

You can use this form to notify the landlord that you do not intend on renewing the lease agreement. (Most lease agreements require that you give the landlord 30 days advanced notice that you do not intend to renew.) Be sure to make a copy of this notice for your records and hand deliver the original to the landlord (or send it certified mail). Include your forwarding address if you know it (without a forwarding address the landlord cannot return your deposit).

### **How to fill in the blanks in the form:**

1 The first blank at the top of the form is the Date. Put in the date you are filling out the form.

2 The next blank is Certified Mail Number on the left side of the form. (It costs about \$2.50 to send a letter certified, but you will get a card back in the mail that proves the landlord got your letter.) When you are at the post office, they will give you a green label that you will attach to your envelope. On the label is a certified mail number. Put that number in your notice letter. (You will also have to put that number on the green card you attach to the back of the envelope.) This notice letter is important so if you do not send it certified mail make sure the landlord gets it. Bring a witness if you have to.

3 The landlord's name can be the manager of the complex, the name of the complex, the owner, or the management company. (You have a right to know the name and address of the owner of the property and the management company if there is one. See Ownership for details on obtaining this information.)

4 If you know your forwarding address put it in the blank. The landlord does not have to send you your deposit unless it has your forwarding address. If you do not know it at this point, do not delay sending the notice. Instead just put something like "Will inform at a later date" in the blank. There is no deadline for giving the landlord your forwarding address. But when you learn of it, you should give the landlord another written notice with that information. (Tip: The forwarding address can be any place that you can be sent mail. It can be a friend or relative for example. If you are moving out of town, it is best to leave a local forwarding address. If the landlord thinks you are leaving town, it might be more inclined to keep your deposit.)

5 Then sign your name at the bottom. Print your name, complete address and phone number below your signature.

6 Make a copy of the form for your records. Landlords often fail to admit they receive anything from tenants.

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

Certified Mail Return Receipt Requested

# \_\_\_\_\_

\_\_\_\_\_  
(Landlord)

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

\_\_\_\_\_  
(Landlord City, State, Zip)

Re: Notice of Intent not to Renew Lease

Greetings:

My lease ends soon and I wish to inform you that I do not intend on renewing it.

My forwarding address for the return of my security deposit is: \_\_\_\_\_

\_\_\_\_\_.

Thanks for your prompt attention.

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

\_\_\_\_\_  
(Your Printed Name)

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

\_\_\_\_\_  
(Your City, State, Zip)

\_\_\_\_\_  
(Your Phone Number)