

# NOTICE OF TERMINATION OF TENANCY & NON-RENEWAL OF LEASE - via Certified mailed

To: \_\_\_\_\_ Landlord's name ("Landlord")

\_\_\_\_\_ Landlord's Address

Re: \_\_\_\_\_  
Address of Apartment, including Apartment # ("Rental Premises")

From: \_\_\_\_\_  
Name of Tenants ("Tenants")  
Date: \_\_\_\_\_

This will serve as our notice that our tenancy with you at the Rental Premises will terminate on \_\_\_\_\_ (Last day of Lease) and we will be vacating the Rental Premises on that date. Tenants will not be renewing or extending the existing lease or be entering into a new lease with the Landlord for the Rental Premises.

Dated: \_\_\_\_\_  
Tenant #1

Dated: \_\_\_\_\_  
Tenant #2

Dated: \_\_\_\_\_  
Tenant #2

- Use this Notice if your Lease requires that you give your landlord notice (ie., 30, 60 days) from the end of your lease term of your intent not to renew your lease.
- Timely serve this Notice by hand-delivering it to the Landlord and/or sending it by Certified Mail. Allow an additional 3 days to the 30 or 60 day (check your lease) time period if you send it by Certified Mail.
- Keep a copy of the Notice for your records.

**\$\$\$ DON'T GET STUCK IN YOUR LEASE** YOUR LEASE very likely requires that you timely (USUALLY AT LEAST 60 DAYS before the initial lease term ends) notify your landlord IN WRITING of your intent NOT TO RENEW THE ORIGINAL LEASE!