

Instructions on a Notice of Intent Not to Renew Your 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 or 60 days advanced notice that you do not intend to renew. Some leases require you to give your termination notice at the end of the month. Others let you end your lease at any time during the month. You should check your lease to see what it says. If you live in an apartment complex, your landlord may have their own version of this form. It may be called a termination notice. You should use their form if they have one. Be sure to make a copy of this notice for your records when you send it. Whether you send it by mail or hand deliver it, request a signature to show that it was received. It is best not to give notice by email. 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 is the **date**. Put the date you are filling out this form.
2. The next blank is the **Landlord's Name**. 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 [Who owns the property](#) for details on obtaining this information.) The next two boxes are the **Address of the Landlord**. The first blank will be for the street address. This will include any suite numbers. The second space will be for the City, State, and Zip Code. Be sure to leave spaces between these details.
3. The next three blanks are to specify Delivery Type. Select how you delivered the letter to your landlord. If you send multiple copies, you can select more than one. If you are sending this letter as certified mail, be sure to include the certified mail number. 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.) If you do not send the letter by certified mail, make sure you know that the landlord gets it and could prove this to someone else.
4. The next two blanks are two different **date** blanks. The first blank is for the date your lease ends. The second is the date you will turn your keys in. Make sure you do not mix up these dates or put the wrong dates.
5. If you know your **forwarding address**, put it in the next blank. The landlord does not have to send you your deposit unless they have 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, they might be more inclined to keep your deposit).

6. The final boxes at the bottom are for your personal information. You will include **your signature, your full name, your address, and your phone number**. Be sure you don't include your City, State, and ZIP Code twice.
7. Be sure to **make a copy** of this notice for your records. Landlords often fail to admit they receive anything from tenants.

Re: Notice of Intent not to Renew Lease

Date: _____

Landlord's Name: _____

Landlord's Address: _____

Landlord's City, State & ZIP Code: _____

This Letter is Delivered by:

Certified Mail Return Receipt Requested #: _____

Regular Mail

In-person

Greetings:

This is my notice that I do not intend to renew my lease, which ends on _____ (date).

I will return my keys and give you possession of the apartment on _____ (date).

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

_____.

I would like to schedule a walk-through inspection of the apartment with you before I return the keys. I will speak with you to arrange a date and time.

Thank you for your prompt attention.

Signature: _____

Printed Name: _____

My Address + Unit Number: _____

City: _____ State: _____ ZIP Code: _____

My Phone Number: _____

My Email: _____