

Notice of Intent Not to Renew Lease

You can use this form notice to send to the landlord to indicate that you intend to terminate the lease agreement when the lease expires. Most leases require that you give at least 30 days notice prior to the expiration of the lease if you do not intend to renew the lease. A failure to give the required notice often results in the lease be renewed automatically. This form notice also gives the landlord notice of your forwarding address for the return of any security deposit given.

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.) Make sure you put your address on the front of the green card so it will be returned to you.

(You can hand deliver the notice, but it is best if you have proof that the landlord received this notice. To have some proof, you might ask the manager to initial the bottom of your copy of the notice and put "Received on" and have the manager fill in the date the notice was delivered.)

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.) Also, fill in the address for the landlord.

4 Fill in a forwarding address where your security deposit (or itemized list of deductions) can be sent after you move out. Remember, the landlord has 30 days to return the deposit or a list of deductions so long as you left the landlord a forwarding address. The forwarding address can be a friend or family member or any address you choose. It does not have to be your new home address. If you are moving far away or out of state it is wise to list a forwarding address of a friend that lives close to where you are moving from. Landlords are less likely to be completely fair if they know you are not going to be around to complain or sue.

5 Sign it and fill in your current address.

6 Make a copy of the form for your records. Landlords often fail to admit they receive anything from tenants. You must have a copy to help prove the truth. This notice is important so it is best that you also get proof that the landlord received the notice. Either send the notice by certified mail or get the landlord to sign your copy showing the date the notice was delivered.

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)