

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 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, while others let you terminate 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 form notice of intent not to renew the lease or termination notice. You should use their form if they have one. Be sure to make a copy of this notice for your records and send it by both regular and certified mail or hand deliver it and get 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 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. If you decide to send the letter by certified mail, fill in this blank. 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.
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 Who owns the property? 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 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.)
5. 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:

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.

Thanks for your prompt attention.

(Your Signature)

(Your Printed Name)

(Your Address)

(Your City, State, Zip)

(Your Phone Number)

(Your Email)