

FINAL NOTICE

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

Unit Number: [Unit Number]

Subject: Final Notice - Requirement to Provide Proof of Renters Insurance

Dear [Tenant Name],

This is a final formal notice regarding your renters insurance policy. Our records indicate that your current policy has expired or we have not received proof of renewal for the period starting [Renewal Start Date].

Per your lease agreement, maintaining active renters insurance coverage is a mandatory requirement. Failure to provide proof of coverage is a violation of your lease terms.

To remain in compliance, you must provide a valid Certificate of Insurance (COI) by [Deadline Date].

Your policy must include the following:

- Minimum Liability Coverage: [Amount, e.g., \$100,000]
- Interested Party/Additional Interested: [Management Company/Landlord Name and Address]

Please submit your updated documents via one of the following methods:

- Email: [Email Address]
- Online Portal: [Website URL]
- In person: [Office Address]

If we do not receive proof of insurance by the deadline mentioned above, we may take further action as permitted by your lease, which may include the purchase of force-placed insurance at your expense or legal action for lease non-compliance.

If you have already renewed your policy, please disregard this notice and ensure a copy has been sent to our office.

Sincerely,

[Property Manager Name]

[Management Company Name]

[Phone Number]