

Date: [Current Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address and Unit Number]

RE: NOTICE OF LEASE EXPIRATION AND VACATE DATE

Dear [Tenant Name],

This letter serves as formal notification that your current lease agreement for the property located at [Property Address] will expire on [Lease End Date].

Please be advised that your lease will not be renewed. You are required to vacate the premises no later than [Time, e.g., 11:59 PM] on [Lease End Date].

Prior to your departure, please ensure the following:

- Remove all personal belongings and trash from the unit.
- Ensure the property is cleaned in accordance with the move-out guidelines.
- Return all keys, fobs, and garage openers to [Location/Person].
- Provide your forwarding address for the processing of your security deposit.

A move-out inspection is scheduled for [Date] at [Time]. Please contact the undersigned if you wish to be present during this walkthrough.

Your security deposit of \$[Amount], minus any lawful deductions for damages or unpaid rent, will be returned to your forwarding address within [Number] days, as per state law.

Forwarding Address:

[Street Address]

[City, State, Zip Code]

Sincerely,

[Landlord or Property Manager Name]

[Phone Number]

[Email Address]