

## **FINAL NOTICE**

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Full Property Address]

Lease Expiration Date: [Insert Lease End Date]

Dear [Tenant Name],

This is a final reminder that your current lease agreement for the property mentioned above is scheduled to expire on [Insert Lease End Date].

As of today, we have not received your signed renewal agreement or a formal written notice of your intent to vacate. Please be advised that the deadline to renew your lease is [Insert Deadline Date].

If we do not receive your signed renewal by the deadline above, the following action will be taken:

- Your lease will transition to a month-to-month tenancy effective [Insert Date].
- Your monthly rent will increase to \$[Insert Amount] per month.
- We will begin the process of marketing the property to new prospective tenants.

If you intend to vacate the premises at the end of your current term, you must provide written notice immediately and schedule a move-out inspection.

Please contact the management office at [Insert Phone Number] or [Insert Email Address] immediately to confirm your intentions.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Contact Information]