

NINETY (90) DAY NOTICE OF NON-RENEWAL AND TERMINATION OF TENANCY

Date: [Current Date]

To: [Tenant Names]

Address: [Property Address, Unit Number]

City, State, Zip: [City, State, Zip Code]

Dear [Tenant Names],

This letter serves as formal notice that [Landlord/Property Manager Name] does not intend to renew your current lease agreement for the property located at [Property Address].

Accordingly, your tenancy will terminate on [Date of Termination], which is at least ninety (90) days from the date of this notice. You are required to vacate the premises and return all keys by [Time] on that date.

Please ensure the following actions are completed prior to your departure:

- Remove all personal belongings and trash from the unit.
- Clean the premises thoroughly to the condition it was in at the start of the lease.
- Provide a forwarding address for the processing of your security deposit.
- Return all keys, fobs, and garage openers.

Your security deposit, minus any lawful deductions for damages or unpaid rent, will be handled in accordance with state and local laws. A final inspection of the property will be scheduled for [Date/Time] or can be arranged by contacting [Phone Number/Email].

If you have any questions regarding this notice, please contact me immediately.

Sincerely,

[Landlord/Property Manager Signature]

[Landlord/Property Manager Printed Name]

[Phone Number]

[Email Address]

Proof of Service:

I, the undersigned, certify that I served this notice on [Date] by:

Delivering it personally to the tenant.

Leaving it with a person of suitable age at the residence.

Sending it via Certified Mail with Return Receipt Requested.