

**Date:** [Current Date]

**To:** [Tenant Name(s)]

**Property Address:** [Full Property Address and Unit Number]

**RE: NOTICE TO TERMINATE LEASE DUE TO SUBSTANTIAL RENOVATION**

Dear [Tenant Last Name],

This letter serves as official notice that [Property Management Company/Landlord Name] is terminating your residential lease agreement for the property located at the address listed above.

Your lease is being terminated because the owner intends to perform substantial renovations and structural capital improvements to the unit. These renovations are so extensive that they require the premises to be vacant and cannot be reasonably completed while the unit is occupied. The scope of work includes: [Briefly list works, e.g., structural repairs, full electrical rewiring, or kitchen/bath gut renovation].

Pursuant to the terms of your lease and local housing laws, your tenancy will officially end on **[Termination Date/Move-out Date]**. You are required to vacate the premises and return all keys no later than [Time] on that date.

**Move-Out Requirements:**

- Remove all personal belongings and trash from the unit.
- Ensure the unit is left in a clean condition, subject to normal wear and tear.
- Schedule a final move-out inspection with management for [Date/Time].
- Provide your forwarding address for the processing of your security deposit.

Your security deposit of \$[Amount] will be handled in accordance with state law and returned, minus any lawful deductions for damages beyond normal wear and tear, within [Number] days of your move-out date.

Please contact the management office at [Phone Number] or [Email Address] if you have any questions regarding this transition.

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Property Manager]

[Property Management Company Name]