

**Date:** [Date]

**To:** [Tenant Names]

**Property Address:** [Full Rental Address]

**Subject: Notice of Non-Renewal of Lease - Owner Move-In**

Dear [Tenant Names],

This letter serves as formal notice that your lease agreement for the property located at [Property Address] will not be renewed at the end of the current term. Your lease is scheduled to expire on [Lease End Date].

The reason for the non-renewal is that I, the owner of the property, intend to occupy the housing unit as my primary residence. Please be advised that you are required to vacate the premises and return all keys no later than 11:59 PM on [Move-Out Date].

Prior to your departure, we will schedule a move-out inspection to assess the condition of the unit. Please ensure that all personal belongings are removed and the property is cleaned according to the terms of your lease agreement.

Regarding your security deposit of \$[Amount], it will be processed and returned to you, minus any lawful deductions for damages or unpaid rent, within [Number] days of your move-out, as required by law. Please provide your new forwarding address below or via email.

**Forwarding Address:** \_\_\_\_\_

If you have any questions regarding this notice, please contact me at [Phone Number] or [Email Address]. Thank you for your cooperation during this transition.

Sincerely,

[Owner Signature]

[Owner Printed Name]

[Owner Phone Number]