

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

**RE: NINETY (90) DAY NOTICE OF NON-RENEWAL AND NOTICE TO VACATE**

Dear [Tenant Name],

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

In accordance with the terms of your lease and local regulations, you are required to vacate the premises no later than 11:59 PM on **[Move-Out Date / Lease End Date]**. This date provides you with at least ninety (90) days' notice from the date of this letter.

Prior to your departure, please ensure the following:

- All personal belongings and trash are removed from the property.
- The premises are cleaned to the standards outlined in your lease agreement.
- All keys, fobs, and garage openers are returned to [Location/Person].
- Your forwarding address is provided to the landlord for the processing of your security disposal/refund.

A move-out inspection will be conducted on [Date/Time] or shortly after you vacate. Your security deposit will be processed and returned according to the terms of your lease and state law, minus any applicable deductions for damages beyond normal wear and tear.

If you have any questions regarding this notice or the move-out process, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Landlord or Property Manager Signature]

[Printed Name]

[Company Name, if applicable]