

## **Note to Landlord**

**(Do not serve this page with the notice)**

This form does **NOT** apply to month-to-month leases, even if the tenant was on a long-term lease that changed to month-to-month at the expiration of the original lease date.

To non-renew a tenant on a month-to-month lease, you need to serve the [\*\*“NOTICE TO QUIT \(GENERIC\)”\*\*](#).

If you are unsure of which notice to serve, please contact our office.



Date: \_\_\_\_\_

Name of Resident: \_\_\_\_\_ and all other occupants

Address of Resident: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Re: Notice of Non-Renewal of Lease and Notice to Vacate Premises.

Dear Resident:

We are sending this letter to advise that your lease will not be renewed. The terms of your lease provide that the lease expires as of \_\_\_\_\_ (the "Lease Termination Date"). We will not be renewing your lease, which means that you are required to vacate and surrender possession of the premises as of \_\_\_\_\_. If you continue to occupy the premises after the Lease Termination Date, we will be left with no other alternative but to take legal action against you, including but not limited to filing eviction proceedings, to remove from the premises.

Thank you for your cooperation.

\_\_\_\_\_  
Property Manager

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I served the foregoing Notice at the above address on (date) \_\_\_\_\_ in the manner described below:

By (Check One)

by handing it to a person identified to me as \_\_\_\_\_ (Resident)

I have made diligent efforts to personally serve this Demand, I have made service of the foregoing Notice by posting a copy of it in a conspicuous place upon the premises described therein.

Dated \_\_\_\_\_

\_\_\_\_\_  
Sign Name

Certificate of Mailing

I hereby certify that I have on \_\_\_\_\_, mailed a true and correct copy of this Notice in a properly addressed envelope to the address above by depositing in the United States Mail.

Dated \_\_\_\_\_

\_\_\_\_\_  
Sign Name