

NOTICE OF NON-RENEWAL

TO: _____ Date _____
Name

Address

City/State/Zip

Please be advised that _____ has opted to exercise their option to not renew your lease agreement. You will be expected to vacate the premises on or before _____, which is the end of your lease term.

When you vacate the premises, please remove all of your personal belongings and return your keys to the office. In the event that you do not vacate the premises by said date, legal action may be taken in which you may be held liable for double rent, court cost and attorney's fees.

PLEASE GOVERN YOURSELF ACCORDINGLY.

Landlord

Address

City/State/Zip

Phone

CERTIFICATE OF SERVICE

I Hereby certify that I served the original of the foregoing notice upon the addressee at the aforementioned address by (circle one) (1) US Mail (2) Hand Delivery (3) Leaving or posting at the premises on the _____ day of _____, 20__, at _____m.

Signature