

FORM 5-11 Nonrenewal Letter

[typed on company letterhead]

[date]

[resident name and address]

Dear 1 resident]

According to our records, the lease for your apartment located on _____, will expire on _____, 19_____

Please be advised, this letter serves as our written, _____-day notice, as provided for by *[state law]*, that we are not going to renew your lease.

I will contact you within ten days so we can discuss move-out procedures and set up a move-out inspection. In *the* meantime, if you *have* any questions, please do not hesitate to call.

Thank you for your cooperation.

Sincerely,

management company or property name]

[employee name]

[title]