

# NOTICE OF NON-RENEWAL

\_\_\_\_\_  
And all persons residing at:

\_\_\_\_\_  
\_\_\_\_\_

Dear Tenant(s):

YOU ARE HEREBY NOTIFIED that your tenancy will NOT be renewed at the end of the present term. You will be expected to vacate the premises on or before \_\_\_\_\_. In the event that you do not vacate the premises by said date, legal action may be taken in which you may be liable for DOUBLE RENT, court costs and legal fees.

Landlord Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, St, Zip \_\_\_\_\_

Phone \_\_\_\_\_

A true copy of this notice was served upon the tenant this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

( ) Hand Delivered to tenant

( ) Posted on the premises

# **INSTRUCTIONS FOR COMPLETING A NOTICE OF NON-RENEWAL**

**NON-RENEWAL NOTICES MUST EXPIRE ON THE LAST DAY OF A PAY PERIOD or later (Never earlier).**

1. Make sure you put the COMPLETE address, including city, state and zip code. **MAKE SURE** the type of road is correct. If it is a Street, use Street. If it is an Avenue, use Avenue. If you are wrong, the Sheriff may not remove your tenant.
2. The date in the paragraph must be the last day of the pay period. IF rent is paid monthly and due on the 1<sup>st</sup>, the date must be the last day of the month prior to the next monthly payment. Example: If rent is due July 1, 2017, you must deliver the notice to them no later than June 15, 2017 to terminate it on June 30, 2017 (The last day of the pay period). If you deliver it on June 16<sup>th</sup> or later, you must put the last day of July in the paragraph because the notice was not delivered at least 15 days prior to the next monthly pay period.
3. Make sure you complete all information on the notice. Do not leave your address or information blank. Make sure it is dated, etc.

## DELIVERING THE NOTICE:

**If you use a physical address for YOUR address within the county you are evicting the tenant from:**

Hand deliver the notice to the tenant (exclude the <u>date of delivery</u> )	15 days
Post the eviction on the door (exclude the <u>date of delivery</u> )	15 days
Serve the notice by mailing a copy to the tenant (Exclude the date of mailing)	20 days

**SOME JUDGES WILL DISMISS YOUR CASE IF YOU DO NOT FOLLOW THESE GUIDELINES**