Illinois Lease Non-Renewal Letter

General template, not legal advice. Have a Illinois attorney review before use. Last reviewed October 29, 2026.

Before you send this: in most places a landlord may decline to renew a lease at the end of its term. Some states and cities limit that with just cause rules, longer notice for long tenancies, or relocation payments. A non-renewal can never be retaliation for a complaint or repair request, or based on a protected characteristic.

> Local just cause or tenant protection rules in Illinois: Some places, including Chicago and Cook County, have their own landlord and tenant ordinances covering deposits, entry, repairs and lockouts, though not rent amounts. (Chicago Residential Landlord and Tenant Ordinance and Cook County Residential Tenant Landlord Ordinance (local))

> Retaliation rules in Illinois: A landlord may not end a tenancy, raise rent, cut services or refuse to renew because a tenant complained about code violations, asked for repairs or joined a tenant union, and protected activity within one year before the landlord's action creates a presumption of retaliation. (Landlord Retaliation Act (765 ILCS 721))

Date of letter _____

Tenant name or names _____

Property address and unit _____

City, state and ZIP _____

Current lease end date _____

Dear _____ (Tenant name),

This letter is written notice that your lease for the property above will not be renewed. Your lease ends on _____ (Lease end date), and you will need to move out and return all keys by _____ (Move out time) on that date.

This notice is given _____ (Number of days) days before the end of the lease, which meets the notice required by your lease and by Illinois law.

Reason (complete only where the law requires a stated reason, or where you choose to give one): _____ (Reason)

Before you move out

- ☐ Rent remains due through _____ (Last rent date).
- ☐ Schedule a move-out inspection by contacting _____ (Contact name) at _____ (Phone and email). You are welcome to attend.
- ☐ Leave the home clean and empty, with any damage beyond normal wear and tear repaired or reported.

- ☐ Return keys, fobs, remotes and parking passes to _____ (Where to return keys).
- ☐ Send us your forwarding address in writing so we can return your deposit.

Your security deposit

We will return your deposit, less any lawful deductions with an itemized list, within the time required by Illinois law.

> Deposit return deadline in Illinois: To keep any part of the deposit for damage, the landlord must send an itemized statement within 30 days after move out; otherwise the full deposit is due within 45 days. (765 ILCS 710/1)

Relocation assistance, if required where you live: _____ (Amount and how it will be paid, or not applicable)

Thank you for your tenancy. Please contact us with any questions.

Sincerely,

_____

Landlord or agent signature

_____

Printed name

_____

Date

Delivery record

Date delivered _____

Method _____

Delivered by _____

Tracking or reference number _____

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