New York Lease Non-Renewal Letter

General template, not legal advice. Have a New York 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 New York: Some localities, including New York City and municipalities in Nassau, Westchester and Rockland counties, have rent stabilization with yearly increases set by local rent guidelines boards. (Emergency Tenant Protection Act and local rent guidelines boards)

> Retaliation rules in New York: A landlord may not evict, refuse to renew or impose an unreasonable increase because a tenant complained in good faith, enforced their rights or joined a tenant group, and action within one year of such activity is presumed retaliatory. (Real Property Law section 223-b)

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 New York 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 New York law.

> Deposit return deadline in New York: The landlord must return the deposit, minus lawful deductions, within 14 days after the tenant moves out. (General Obligations Law section 7-108)

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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