

REF: (Property Address)

PLEASE TAKE NOTICE that the residential lease under which you hold possession of the above-described property will terminate pursuant to its own terms on _____ and will not be renewed for a new term, nor allowed to be converted to a month-to-month tenancy.

PLEASE TAKE FURTHER NOTICE that you must vacate and surrender the Property on or before [DATE] (the "**Termination Date**"), said date being at least thirty (30) days from the date of service of this notice upon you. If you fail to vacate the Property on or before the Termination Date, the undersigned landlord will commence a summary eviction proceeding against you to recover possession of the Property.

PLEASE TAKE FURTHER NOTICE that you remain responsible for the payment of rent through the Termination Date. If you fail to vacate the Property on or before the Termination Date, the landlord will also demand that you pay the value of your use and occupancy of the Property from the Termination Date until you vacate the Property. Upon termination on the above date, the premise shall be clean and inspected and any unused portion of your security deposit (x) shall be returned to tenant.

Dated:

Regards,

[Name of Landlord]

LANDLORD RESERVES ALL RIGHTS AND REMEDIES PROVIDED UNDER THE RENTAL AGREEMENT AND APPLICABLE LAWS OF THE STATE OF NEW YORK INCLUDING BUT NOT LIMITED TO DAMAGES FOR UNPAID RENT OR PROPERTY AND NOTHING IN THIS NOTICE MAY BE CONSTRUED AS A WAIVES OF SUCH RIGHTS AND DEMANDS

(If the reason is other than natural termination of lease (aka holdover) that should be stated instead)

Furthermore, you are hereby notified on or before the above date, you shall vacate and surrender possession of the premises, and on or before the date the premises shall be free of all occupants and personal possessions. Upon termination on the above date, the premises shall be clean and inspected and any unused portion of your security deposit (x) shall be returned to you in accordance with New York property law.

We are writing to inform you that the residential lease of your property expires on (DATE.)

IF you desire to continue in occupancy, you must report to back to us to sign a new lease at the changed rent.

Accepting rent after service of the **termination notice** but before filing the petition and **notice** of petition will vitiate the **termination** and reinstate the tenancy if the rent accepted is for any month after the **termination** date set forth in the **notice**.

PLEASE TAKE NOTICE that the undersigned **landlord** of the premises located at [BUILDING ADDRESS] elects to terminate your [month-to-month/at-will/monthly] tenancy of [DESCRIPTION, INCLUDING NUMBER OF ROOMS AND FLOOR] in the premises known as [APARTMENT OR SUITE NUMBER] (the "**Property**"). PLEASE TAKE FURTHER NOTICE that you must vacate and surrender the Property on or before [DATE] (the "**Termination Date**"), said date being at least thirty (30) days from the date of service of this notice upon you. If you fail to vacate the Property on or before the **Termination** Date, the undersigned **landlord** will commence a summary eviction proceeding against you to recover possession of the Property.

PLEASE TAKE FURTHER NOTICE that you remain responsible for the payment of rent through the **Termination** Date. If you fail to vacate the Property on or before the **Termination** Date, the **landlord** will also demand that you pay the value of your use and occupancy of the Property from the **Termination** Date until you vacate the Property.