

Sample Lease Renewal Letter

Date: _____

Dear _____,

As you are probably aware, your current lease expires on _____. We hope you choose to continue to make _____ Apartment Community your home. You are a valuable resident, and we have enjoyed your stay with us. Please let us know your plans, whether you wish to stay or not, within the next thirty (30) days.

The new rent will be \$_____ per month for your next lease term. This adjustment is necessary due to increases in bank loan interest rates, property taxes, utility costs, maintenance and supply charges.

Please indicate your renewal intentions below and return the lower portion to use with the next thirty (30) days. If you wish to discuss your renewal or have somethings you would like done, please call us at _____.

If we have not heard from you by _____, we will assume you are not planning to renew and will put your apartment on the availability list.

Sincerely,

Resident Manager/Owner/Agent

Please return this portion with thirty (30) days, no later than _____ !

Name: _____

Address: _____

- Yes, I wish to renew my lease at the new rent of \$_____ per month and understand that this rent becomes effective _____, 20__.
- I would like to discuss my lease renewal with you. My phone number is _____. I can be reached between the hours of _____ and _____.
- No, I don not wish to renew my lease and will be vacating my apartment, #_____ on _____, 20__.
- No, I do not wish to renew my lease for my current apartment, but I would appreciate your assistance helping me locate another apartment in one of your other locations. My phone number is _____. I can be reached between the hours of _____ and _____.

Tenant Signature

Date