LEASE RENEWAL OFFER

Date: _____

To: _____

Property: _____

From: _____

Address: _____

Phone / email: _____

Dear _____,

Your current lease for _____ ends on _____. We would like you to stay and are offering to renew your lease on the terms below.

PROPOSED RENEWAL TERMS

Current lease ends: _____

Renewal term (check one):

☐ 12 months

☐ 6 months

☐ Month-to-month

☐ Other: _____

New term begins: _____ New term ends: _____

Monthly rent (check one):

☐ Stays the same at $_____ per month

☐ Changes from $_____ to $_____ per month

OTHER CHANGES

- _____
- _____

All other terms of your current lease stay the same unless listed above.

HOW TO RESPOND

Please let us know your decision by _____ by (check one):

☐ Signing and returning the attached Tenant Response form

☐ Emailing _____

☐ Replying in writing (letter, email or text) using the contact details above

If you accept, we will prepare a renewal agreement (or new lease) with these terms for all of us to sign. If you have questions or would like to discuss the terms, please contact us before the deadline.

IF WE DON'T HEAR FROM YOU

If we do not receive your response by _____ (check one):

☐ We will treat this offer as declined, and your lease will end on _____ as provided in your lease.

☐ This offer will lapse, and your tenancy will continue month to month after the lease ends, as provided in your lease.

Thank you for being our tenant. We hope you will stay.

Sincerely,

Landlord signature	Date

TENANT RESPONSE

Please return by _____

Property: _____

Renewal term offered: _____

Monthly rent offered: _____

Offer dated: _____

Check one:

☐ I accept the renewal on these terms.

☐ I do not wish to renew.

☐ I'd like to discuss the terms before deciding.

Comments or questions: _____

Comments (continued): _____

Best phone or email to reach me: _____

_____ _____

Tenant signature Date

_____ _____

Tenant signature Date

Made free at make.lease/forms/lease-renewal-letter