**FROM (LANDLORD OR PROPERTY MANAGER)** **DATE**

Name _____ _____

Address _____

Phone / email _____

# Lease Renewal Offer

**OFFER TO RENEW YOUR LEASE**

**To (tenant names):** _____

**Property address and unit:** _____

Your lease for the property above ends on _____. We would like to offer you a renewal on the terms below. All other terms of your current lease stay the same unless listed here.

**New lease starts on:** _____ **New lease ends on:** _____

**Term:** ☐ 12 months ☐ 6 months ☐ Month to month ☐ Other:

**Other term (if checked):** _____

| | |
|---|---|
| Current monthly rent | $ _____ |
| New monthly rent | $ _____ |
| New security deposit (only if it changes) | $ _____ |

**Other changes (if any):** _____

Please sign and return this letter by _____. Questions? Contact me at _____.

**Landlord signature:** _____ **Date:** _____

Printed name: _____

**TENANT REPLY**

☐ Yes, we accept the renewal on the terms above.

☐ No, we will not renew. We will move out on or before the date below.

**Move out date (if not renewing):** _____

**Tenant signature:** _____ **Date:** _____

Printed name: _____

**Second tenant signature:** _____ **Date:** _____

Printed name: _____

# Instructions for the landlord

Keep this page. Do not send it to the tenant.

### WHEN TO SEND IT

- Send it 60 to 90 days before the lease ends, so the tenant has time to decide.
- Some states set a minimum notice. New York requires 30, 60 or 90 days, depending on how long the tenant has lived there, for a non renewal or a rent increase of 5% or more. California requires 30 or 90 days to raise rent on a month to month tenancy.

### HOW TO USE IT

- A signed renewal letter can work as a lease extension. For big changes, sign a new lease instead.
- Give the tenant two copies. Keep the signed copy with the lease.
- Update the rent in your rent ledger from the new start date.

### FREE GUIDE

Rules by state: simplerentledger.com/lease-renewal-letter/