



Essential Landlord Notice Forms

What's included:

- Lease Renewal/Move-Out Notification Form
- Rent Increase Letter
- Late Rent Notice

For more landlording tools and tips, visit [zillow.com/rental-manager/resources](https://www.zillow.com/rental-manager/resources)

Instructions: Type directly into the forms using Adobe Acrobat Reader, or print the forms out and complete them by hand. When printing, select the page range for only the form(s) you need.

Note: These are general forms and guides provided for informational purposes only. Zillow, Inc. does not make any guarantees as to the sufficiency of the statements included in these forms or their compliance with current, applicable or local laws. Landlord-tenant laws change rapidly and may be regulated at the federal, state and local levels. This resource is not a substitute for the advice or services of an attorney; you should not rely on this resource for any purpose without consulting with a licensed attorney in your jurisdiction.

Lease Renewal Notification Form

Date _____

Tenant Name(s)

Street Address

City / State / ZIP Code

Landlord Name

Street Address

City / State / ZIP Code

Phone

Dear _____,

This form is to notify you that your current lease term ends on _____. You may renew your lease for another ____ month(s) at a rate of \$ _____ /month. If you would like to renew your lease, please reply to me by _____.

Regards,

Landlord

Tenants, please fill out this section:

Yes, I agree to renew my lease under the original lease terms for another __ month(s) at the rate of \$ _____ /month. Please send me a new lease to sign. I agree to renew my lease under the original lease terms.

No, I do not want to renew my lease, and I will vacate the property by the end of the lease term. My intended move-out date is _____.

If you do not plan to renew, per the terms of the lease, your security deposit funds will be returned within _____ days, contingent upon your move-out inspection. Damages or necessary cleaning costs will be deducted from your security deposit. Please refer to your original lease for more information.

Notice of Rent Increase

Date _____

Tenant Name(s)

Street Address

City / State / ZIP Code

Landlord Name

Street Address

City / State / ZIP Code

Phone

Dear _____,

Effective _____, the monthly rent at the tenant property listed above will increase from \$ _____ /month to \$ _____ /month. The new monthly rent amount will be due on _____ and on the _____ day of each month thereafter. All other provisions of our rental lease agreement will remain unchanged.

Tenants, please fill out this section:

Yes, I agree to this rent increase.
Please send me a new lease to sign.

No, I do not agree to this new monthly rent amount and I will vacate the property by the end of the lease term. My intended move-out date is _____.

Please return this form at your earliest convenience, keeping in mind that your lease agreement requires a minimum of _____ days' notice, which would be on or before _____.

Please let me know if you have any questions or concerns.

Regards,

Landlord

Notice of Overdue Rent Payment

Date _____

Tenant Name(s)

Street Address

City / State / ZIP Code

Landlord Name

Street Address

City / State / ZIP Code

Phone

Dear _____ ,

This letter is to inform you that your rent is overdue at the time of this notice. According to your lease, a late fee of \$_____ [has been/will be] applied to the total amount due. Your balance due immediately is \$_____. Acceptable forms of payment include _____. Your prompt attention to this matter is needed to avoid further consequence. Failure to pay the rent could lead to eviction proceedings, and you may be responsible for charges, such as legal fees, in addition to past-due rent. Your credit rating could also be adversely affected.

Regards,

Landlord