



Lease Renewal / Move-Out Notification Form

Landlords, fill in sections 1 and 3 before sending this form to your tenants. Tenants should complete section 2 and return the form to you.

Tenant Name:

Landlord/Property Manager Name:

Tenant Address:

Landlord Address:

Tenant Phone Number:

Landlord Phone Number:

1

Dear _____,

Your current lease term ends on _____. Please let me know if you would like to renew your lease, or if you plan to move at the end of your lease term. I would appreciate a reply by _____.

Thank you!

2

Yes, I want to renew my lease for another 12 months at the rate of \$_____/month. Please send me a new lease to sign.

I agree to renew my lease under the original lease terms

I want to change the terms of my lease as follows: _____
Requests will be considered but are not guaranteed. Additional occupants must be approved and screened prior to lease signing.

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

3

If you are not renewing:

You have paid last month's rent, covering the month of _____

You have not paid last month's rent, and your final rent payment is due _____

If you do not plan to renew, security deposit monies will be refunded 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.