

## NOTICE TO VACATE OR RENEW LEASE



Attn: \_\_\_\_\_

Date: \_\_\_\_\_

RE: Notice to Vacate or Renew Lease

Dear \_\_\_\_\_,

Your current lease will expire on \_\_\_\_\_. Please indicate whether you will vacate the property, or would like to renew your lease for a new term.

### Instructions

1. Please indicate if you wish to renew your lease, or if you intend to vacate the premises by the expiration date of your current lease by checking either 'Renew Lease' or 'Vacate Property'.
2. Be sure to sign and date this notice.
3. Return this notice to your landlord or an authorized agent by so we may process your request.

#### Renew Lease

I/We intend to renew my/our lease for a term of \_\_\_\_\_ months at the rent rate of \_\_\_\_\_ beginning \_\_\_\_\_ and ending on \_\_\_\_\_. I/We understand that the terms, rights, and conditions in my/our original lease will still apply as agreed.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date Signed

or

#### Vacate Property

I/We intend to vacate the premises on \_\_\_\_\_ leaving the property in good condition as agreed in my/our lease, and no later than the expiration date of the term of my/our lease.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date Signed

Please contact us if you have any questions.

Regards,