Lease Renewal Letter

General-purpose form, not legal advice. Landlord and tenant law varies by state and city — check your state's requirements before relying on this form.

An offer to renew, sent before the current lease ends. Fill in the new term and rent, sign it, and deliver it to every resident named on the lease. Nothing changes until the resident accepts and the new terms are signed. Many states and some cities set how much written notice a rent increase needs; check yours and send this letter early enough to give it.

PROPERTY AND PARTIES

DATE OF THIS LETTER (MM/DD/YYYY)

UNIT OR ROOM

PROPERTY ADDRESS

ALL RESIDENTS NAMED ON THE LEASE

LANDLORD OR MANAGER

CONTACT PHONE OR EMAIL

YOUR CURRENT LEASE

CURRENT LEASE ENDS ON (MM/DD/YYYY)

CURRENT MONTHLY RENT

SECURITY DEPOSIT HELD

THE RENEWAL WE ARE OFFERING

We have enjoyed having you as a resident and would like to offer you a renewal of your lease on the terms below. Everything else in your current lease stays the same unless it is listed under other changes.

☐ A new fixed term (fill in the dates below)

☐ Month to month from the start date below

NEW TERM STARTS ON (MM/DD/YYYY)

NEW TERM ENDS ON (MM/DD/YYYY)

LENGTH OF THE NEW TERM

NEW MONTHLY RENT

CHANGE FROM THE CURRENT RENT

NEW RENT STARTS ON (MM/DD/YYYY)

SECURITY DEPOSIT FOR THE NEW TERM

ADDITIONAL SECURITY DEPOSIT DUE, IF ANY

OTHER CHANGES TO THE LEASE, IF ANY

PLEASE REPLY BY

REPLY BY (MM/DD/YYYY)

NOTICE YOUR LEASE REQUIRES IF YOU ARE LEAVING (DAYS)

Please return the reply slip below by the date above. If you do not plan to renew, your lease still requires the notice shown above before you move out. If we have not heard from you, your current lease continues on its own terms, including what it says happens when it ends. This offer is open until the reply-by date and may be withdrawn after it.

LANDLORD OR MANAGER SIGNATURE | PRINTED NAME | DATE (MM/DD/YYYY)

REPLY SLIP — COMPLETE AND RETURN TO THE LANDLORD OR MANAGER

PROPERTY ADDRESS AND UNIT OR ROOM

RESIDENT NAMES

- ☐ Yes, I accept the renewal on the terms in this letter
- ☐ I would like to talk about the terms before I decide
- ☐ No, I will not be renewing my lease

IF NOT RENEWING: MY LAST DAY WILL BE (MM/DD/YYYY) | BEST PHONE OR EMAIL

FORWARDING ADDRESS FOR THE SECURITY DEPOSIT AND FINAL STATEMENT

RESIDENT SIGNATURE | PRINTED NAME | DATE (MM/DD/YYYY)

RESIDENT SIGNATURE | PRINTED NAME | DATE (MM/DD/YYYY)

An accepted reply is an agreement to renew. Follow it with a signed renewal addendum or a new lease, so the new term and rent are written into the lease itself.

DELIVERY RECORD — COMPLETE ON THE DAY THE LETTER IS GIVEN

- ☐ Hand delivered to the resident
- ☐ Sent by email or another method the lease allows
- ☐ Sent by mail (keep the receipt)
- ☐ Reply slip received back

DELIVERED ON (MM/DD/YYYY) | DELIVERED BY | REPLY RECEIVED ON (MM/DD/YYYY)