

NOTICE TO VACATE OR RENEW LEASE



ONLINE
TENANCY
MANAGEMENT
SYSTEM

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,