**Property Info**

Date:

From: Property Info

To: Resident Info

Dear

We enjoy having you as a resident in our community and we hope that you continue to call \_\_\_\_\_\_\_\_\_\_\_\_\_your home! This letter serves as a reminder that the lease for your apartment will expire **\_\_\_\_\_\_\_\_\_**

**Your renewal rate for 9-12 months: $**

\*The above rate does not include pet rent, if applicable.

\*Should you choose to renew your lease for a lease term shorter than 9 months, there will be a $50 short term lease fee added to your monthly rent.\*

Please remember, if you do not sign a renewal lease or provide us with written notice of intent to vacate, your lease will automatically renew month-to-month. The month-to-month fee is the market rate + $100 per month.

As stated in your lease contract, we require a 60-day notice to vacate.

I’ve attached a lease renewal for 12 months. Once you have made your decision to renew, please sign on the highlighted signature lines. You may then drop off the new lease at the leasing office or I would be more than happy to come and pick it up from you. If you would like to renew for a shorter or longer lease term, just let me know and I can have a new lease typed up for you.

RENEW BEFORE \_\_\_\_\_\_\_\_ AND CHOOSE FROM THE FOLLOWING:

Again, thank you for being part of our community. We look forward to your continued residency!

Sincerely,