**Property Info**

Date:

Apartment:

Dear

As you know, your current lease ends on \_\_\_\_\_\_\_\_\_\_\_\_ , we assume you plan to renew but have not found the time to come by the office. To make things easier, we have printed your lease out and placed indicators where you should sign it. Please read over the new lease, sign it and return it to the office at your earliest convenience.

The Lease enclosed is a **12** month lease, your new rent rate will be $\_\_ and we are offering you a **$\_\_\_**concession. Give you an effective rent of **$\_\_\_\_\_\_\_.**

We do have a few shorter lease terms available if you would prefer a lease term shorter than 12 months, simply call or come by the office and schedule an appointment so we can go over all of your options. If you do not plan to renew, please come to the office as soon as possible and sign a notice to vacate form **(60 day notice to vacate required).**

Prior to your lease contract renewal being signed, we must receive your **Proof of Renters Insurance.** Please contact the office if you have any question and we are looking forward to visiting with you!

Thanks,