.

YOUR LETTERHEAD HERE

***NOTICE TO VACATE OR RE-NEW LEASE***

Date of notice:

TENANT(S):

PREMISES:

LEASE EXPIRATION DATE:

RENT INCREASE:

**Instructions:**

1. **Please indicate if you wish to re-new your lease, or if you intend to vacate by the expiration of your current lease by circling either “re-new” or “vacate”.**
2. **Be sure to sign and date this notice.**
3. **Return this completed notice to your landlord or his agent in the envelope provided by so that we may process your request .**

Please circle whether you wish to re-new or vacate

# RE-NEW LEASE or VACATE

Notice to Owner, , I agree to re-new our lease for a term of at the rent of $ beginning and ending on . I understand that the terms, rights and conditions in our original lease will still apply as agreed.

# or

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

Date:

Tenant’s signature

Date:

Tenant’s signature