# Sample Letter to Tenant to Renew Lease or Vacate

## SAMPLE N°1: Renew Lease

[Date]

Dear [resident's name],

It is almost time to renew your lease. I want to continue to have you as a resident, as you are a good neighbor; I have never had any complaints, and you have always taken good care of the common areas and the property, thank you for paying the monthly payment on time.

As you can imagine, during the last year, my expenses on the property have increased. I am covering most of the costs as I enjoy having you as a resident, and the good news is that your rent is growing only slightly. I want the payments to be as low as possible, and the rent is only increasing [amount of increase] per month. Your monthly rent will be [new rent amount], effective [date].

I'm sharing a new lease for the next year here. If this lease is satisfactory, sign it and send it to me. This is the same lease you signed last year. Nothing has changed except [list changes].

If you do not wish to renew your lease, let me know as soon as possible and send in your eviction notice. If you have any questions about this, feel free to call me. I look forward to your continued tenancy.

Sincerely,

[Your Name]

## SAMPLE N°2: Vacate

[Date]

[Tenant's name]

Please be advised that rent is in arrears at [address of rented dwelling], of which you are currently the owner and occupant. Your rent account is in arrears for the amount shown below:

Rental Period: [list the months in which you have not received rent].

Total Surcharges Due: [list amount]

Total Rents Due: [list amount]

Total Rents Owed: [list amount]

Total rents due: [insert amount] Total rents due: [insert amount] Total rents due: [insert amount] Total rents due: [insert amount] Total rents due: [insert amount] Total rents due: [insert amount] Total rents due: [insert amount] Total rents due: [insert amount] Total rents due: [insert amount].

Under the written lease commencing on [lease commencement date] and ending on [lease termination date], you are hereby required to pay said rent on said premises, or you are required to surrender possession of the premises within three (3) days of delivery of this notice to the undersigned, or the undersigned will commence legal action against you to declare the lease under which you occupy said premises to be forfeited and to recover possession of said premises, including rents and damages.

The undersigned elects to terminate the lease if rent is not paid within three (3) days.

The premises referred to are commonly known as:

[Property Address]

[Your name, address, telephone number, and e-mail address]

[Your signature]