



# NOTICE TO VACATE OR RENEW LEASE

Date of notice: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Tenants(s): \_\_\_\_\_

Location ("Premises")

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Lease expiration date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

### 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 checking either "re-new" or "vacate" below.
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 check whether you wish to re-new or vacate

**Renew Lease**

I would like to renew my residential lease for a term of \_\_\_\_\_ months starting on \_\_\_\_\_, 20\_\_\_\_ and ending on \_\_\_\_\_, 20 \_\_\_\_ . My new monthly rent will be \$ \_\_\_\_\_.

**Vacate**

I do not want to continue my tenancy and am hereby giving you my written notice that I will be vacating the Premises at the end of my current lease term.

## THE DEADLINE TO RETURN THIS FORM

is \_\_\_\_\_, 20\_\_\_\_.

*If you do not return this form with one of the above options selected by the deadline noted above it will be assumed that you intend to vacate the rental property at the end of your current lease term.*

The undersigned agree and understand that this is an amendment to their current residential lease agreement and that all other terms and conditions of the current residential lease will remain in full force and effect.

\_\_\_\_\_  
Tenant's Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Tenant's Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Tenant's Signature Date: \_\_\_\_\_