

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 it 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 that we may process your request.	you intend to vacate by the expiration of your current agent in the envelope provided by so
Please circle whether you w	rish to re-new or vacate
RE-NEW LEASE	or VACATE
Notice to Owner,	
I agree to re-new our lease for a term of and ending on rights and conditions in our original lease will still apply	at the rent of \$ I understand that the terms, y as agreed.
or	
I intend to vacate the premises on, in my lease, no later than the expiration of the term of	
Tenant's signature	Date:
Tonont's signature	Date:
Tenant's signature	