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## 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.

\_\_\_\_\_  
Tenant's signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Tenant's signature

Date: \_\_\_\_\_