

“Sample Lease Expiration and Renewal Letter”

November 5, 1999

Re: Lease Expiration and Renewal for _____

Dear:

It is a pleasure having you as a tenant and we hope you are enjoying your home. The term of your current lease will expire soon and we would like to renew your lease for another year.

As with everything, the costs of owning and managing your home have gone up over the past year, basically due to increased taxes and insurance fees. We value you as a customer and want to keep your rent increase as low as possible so we can continue our relationship.

Therefore, we are offering several different lease terms to accommodate your personal needs. Please choose the lease term that would best fit your situation:

Month to Month Term - \$XXX/month

This would extend your lease on a monthly basis with no set termination date. If you decide to cancel your lease at any time, just give us 30 days notice and the lease will terminate. All leases terminate at the end of a calendar month.

Six Month Lease Term - \$XXX/month

This is a shorter term lease than our normal one year term, and allows for you to plan a future move into a new home or possibly one of our other rentals.

One Year Term (Best Value!) - \$XXX/month

This is our standard lease term and the best value.

Please choose one of the above options and let us know your choice in writing within 10 days so we can complete your paperwork. If we do not receive your confirmation, we will extend your lease on the month to month term at the rates as described above.

Thank you very much and if you have any questions please do not hesitate to call. We look forward to continuing our relationship.

Sincerely,