

Lease Renewal Inquiry Email

Hello (Tenant Name),

It's been a pleasure to have you as tenants over the past year! As you know your lease will be coming to an end shortly. We have had a positive landlord and tenant relationship and because of this we would like to extend the first option to renew the lease to your group.

Should you decide to stay in the house, all terms and conditions will stay the same and last year's rental rates will be honored for the upcoming year. Also by staying you will avoid the inconveniences associated with finding another place to live and the costs of moving. We can meet (Date) to sign a lease renewal and have you set up for the year.

If you are not renewing the lease we will need notification no later than (Date). At that time we will be coordinating viewings of the property to prospective tenants. Please be aware that these house tours will be quick and easy provided that the house is kept clean and tidy during the showing period.

In the event that you choose not to stay, a final inspection of the property will be conducted upon vacancy to ensure the house is cleared of all personal items, garbage, and is left in a clean and undamaged condition. If you fail to clean the house or remove garbage, these tasks will be done for you at the rate of \$40/hour. Also the repair of any damage to the property will be billed to you at the flat rate of \$40/hour.

I look forward to hearing from you soon.

(Your Name)
(Company Name)
(Company Address)
(Phone number)
(Email Address)