

## ANNUAL LETTER—CONTINUATION OF TENANCY

DATE:

TO:

Dear \_\_\_\_\_,

This letter is to remind you that your lease will expire on \_\_\_\_\_. Please advise us within \_\_\_\_\_ days as to whether you intend to renew your lease. If so, we will prepare a new lease for your signature(s).

If you do not intend to renew your lease, the keys should be delivered to us at the address below on or before the end of the lease, along with your forwarding address. We will inspect the premises for damages, deduct any amounts necessary for repairs, and refund any remaining balance as required by law.

If we have not heard from you as specified above, we will assume that you will be vacating the premises and will arrange for a new tenant to move in at the end of your term.

Sincerely,

\_\_\_\_\_

Address:

Phone: