

FORM 5-10 Lease Expiration and Renewal Letter

[typed on company letterhead]

[date]

[resident name and address]

Dear 1 resident]

According to our records, your lease expires on _____, 19____
We hope you have enjoyed living here and that you plan to stay with us.

The current rent for your apartment is \$_____. Because of the increased cost of *[specify, e.g., maintenance, taxes, utilities]*, we must increase your rent by \$_____ per month. Your new rent will be _____ dollars (\$ _____).

You must advise us whether you plan to renew by _____, 19____
If you have any questions, please do not hesitate to call.

Sincerely,

[management company or property name]

[employee name]

[title]