

FORM 5-9 Lease Expiration Report and Renewal Log

I company logo, name, and address

Property _____	Date _____	Period _____	Page _____	of _____
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Apt. No.	Resident/ Telephone	Lease Dates		Rent		Renewal Efforts		Disposition ⁴²⁾		Notes
		End	Start	Current	New	Date	Action "/>,/Response	Renewed	Move-Out	

(1) R—renewal letter; RI—rent increase letter; NR—notice of nonrenewal; C—called; PM—personal meeting
 (2) Note term of new lease or move-out date, initiate Move-Out Checklist, Form 7-10.

	By	Date
Prepared _____		_____
Reviewed _____		_____
Reviewed _____		_____