



Lease Renewal / Move-Out Notification Form

Date ____/____/20____

Resident Name: _____

Resident Address: _____

Thank you for your tenancy! It is a privilege to serve as your housing provider and we thank you for your business.

Your lease-term is ending soon. Please choose one of the following options to communicate your plans. Return this form using the enclosed, self-addressed stamped envelope.

Please mark the box next to one of the following to indicate your selection:

☐ Yes, I want to renew my lease for another **one year lease** at the rate of \$_____ per month. Please send me a new lease to sign.

☐ Yes, I want to renew my lease, but on a **month-to-month basis** at \$_____ per month. I understand that this option still requires 60 days notice prior to moving.
**This option is not available for residents using Section 8 housing assistance.*

☐ No, I do not want to renew my lease. **I will vacate the property** by the end of the lease term. I will move out on or before _____.

Although we hope you'll stay with us forever, if you do not plan to renew, security deposit monies will be refunded within 30 days, contingent upon your move-out inspection. Damages or necessary cleaning costs will be deducted from your security deposit. Please refer to your original lease for more information.

Our lease agreement requires tenants to give **60 days** written notice to vacate before the end of their lease. Therefore, **please return this form and let us know your plans within the next 10 days.**

Once again, thank you for your residency; we look forward to many more years of working with you.

Sincerely,
Green Monkey Rentals