

[Your name]  
[Your address]  
[Your phone number]  
[Your email address]

[Date of notice]

[Tenant's Name(s)]  
[Tenant's Address]

Dear [Tenant's Name(s)]:

This notice is to inform you that the lease for [property address] originally signed on [insert date] will expire on [date].

Effective [date rent increase will take effect], the rent for [property address] will increase from [current rent] to [new rent amount]. All other terms of the lease will remain the same. The new rent will be due on [date] and every [date] thereafter.

The amount of your refundable security deposit, originally [amount], will also increase to [insert amount]. The added amount of [amount] will be due by [date].

Please reply via email or return this letter by [insert date]. If you choose to renew your lease, we can schedule a time to sign the paperwork. If you do not agree to this increase, you will need to vacate the property before the end of your current lease. In your reply, please indicate your planned move-out date.

Sincerely,

[Your signature]

[Your name]  
[Date]

- I accept this rent increase and would like to renew my lease.
- I do not accept this rent increase. I understand that I need to vacate the property before my current lease expires on [lease end date]. My expected move-out date is \_\_\_\_\_.

Tenant Signature: \_\_\_\_\_  
Date of Signature: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_  
Date of Signature: \_\_\_\_\_