



DATE \_\_\_\_\_ PROPERTY NAME / NUMBER \_\_\_\_\_  
 RESIDENT NAME(S) \_\_\_\_\_  
 UNIT NUMBER \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SAMPLE

Thank you for your residency. We hope to continue this relationship with you into the future.

Your current fixed-term lease expires on SAMPLE.  You are currently on a month-to-month agreement.  
 We would like to offer you the opportunity to sign a new fixed-term lease with us. Please choose from one of the following options, which will take effect on SAMPLE. **Lease term availability will be offered on a first-come, first-served basis.**

CURRENT		<input type="checkbox"/> OPTION 1 (FIXED-TERM)	<input type="checkbox"/> OPTION 2 (FIXED-TERM)	<input type="checkbox"/> OPTION 3 (MONTH-TO-MONTH)
		Available Term(s) <u>SAMPLE</u>	Available Term(s) <u>SAMPLE</u>	
	<b>CHARGE</b>	<b>NEW CHARGE</b>	<b>NEW CHARGE</b>	<b>NEW CHARGE</b>
Rent	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>
<u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>
Pet Rent	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>
Parking	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>
Storage	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>
Utilities*	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>
<u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>
<b>Total</b>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>	\$ <u>SAMPLE</u>

SAMPLE  
 \_\_\_\_\_  
 \_\_\_\_\_

The following additional terms will be incorporated into your Rental Agreement upon your renewal:  
SAMPLE  
 \_\_\_\_\_

\*Any current utility billing agreement will remain in effect unless specific changes are listed above.

**You must make your decision and contact the office no later than SAMPLE. You may call, email, or come by the office.** If we have not heard from you by that date we will automatically change your status to month-to-month, at the month-to-month rate listed above.

Please feel free to contact the Owner/Agent if you have any questions or simply want to talk about your options. Once again, thank you for your residency and we look forward to hearing from you soon.

Please note, if your total monthly rent has been increased above, this letter serves as the required written 30\*\* days' rent increase notice to you. If your plans involve leaving, please remember that a written 20 day notice to vacate must be served on the Owner/Agent at least 20 days prior to the later of your move-out or lease end date.

\*\* (City of Vancouver) This notice must be a minimum of 45 days (48 if served by mail) if the rental unit is located within the City of Vancouver, and the monthly Housing Costs increase is 10% or more over the monthly Housing Costs charged the same Resident for the same rental unit and same services for any period or month during the preceding 12 months. "Housing Costs" include the basic rent charge and any periodic or monthly fees for other services paid to Owner/Agent by Resident, but do not include utility charges that are based on usage and that Resident has agreed in the Rental Agreement to pay, unless the obligation to pay those charges is itself a change in the terms of the Rental Agreement.

If you currently have a Housing Choice Voucher, and your total monthly rent has been increased above, this letter serves as the required 60 days' rent increase notice to you and a copy has been mailed to the housing authority.

This Notice has been served personally on the date set forth above **OR**  This Notice has been served by first class mail on the date set forth above.

OWNER/AGENT X SAMPLE SAMPLE  
 ADDRESS SAMPLE  
SAMPLE  
 TELEPHONE SAMPLE