

[Date]

[Tenant Name]

[Unit Number/Address]

[City, State, Zip Code]

Subject: Lease Renewal and Online Portal Access Instructions

Dear [Tenant Name],

Your current lease for [Property Address] is scheduled to expire on [Lease Expiration Date]. We are pleased to offer you the option to renew your lease for another [Term Length, e.g., 12 months] at a new monthly rate of \$[Amount].

To streamline the renewal process and manage future payments, we have moved all lease documentation and billing to our online resident portal. Please follow the steps below to complete your renewal and update your payment information:

1. Access Your Account

Visit our portal at: [Portal Website URL]

Use your registered email address to log in. If you have not set up your account, click "Sign Up" and use your Resident ID: [Resident ID Number].

2. Sign Your Renewal

Navigate to the "Documents" or "Lease" tab. Review the new Lease Renewal Agreement and provide your electronic signature by [Deadline Date].

3. Update Your Payment Method

Go to the "Payments" section to set up your preferred payment method (ACH/eCheck, Credit Card, or Debit Card). If you previously had an "Auto-Pay" schedule, please verify that it reflects the new rent amount effective [Start Date of New Lease].

Please note that we will no longer accept [Old Payment Method, e.g., paper checks] after [Date]. All payments must be processed through the portal to ensure timely credit to your account.

If you have any questions regarding the portal or the terms of your renewal, please contact the leasing office at [Phone Number] or [Email Address].

Thank you for choosing to continue your residency with us.

Sincerely,

[Property Manager Name]

[Management Company Name]