

Date: [Insert Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Lease Renewal and Amendment of Maintenance Terms

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease End Date]. We would like to offer you a renewal of your lease for an additional term of [Duration, e.g., 12 months], beginning on [Start Date] and ending on [End Date].

Please be advised that this renewal offer includes a modification to the maintenance responsibilities. Effective [Start Date], the following terms regarding maintenance will be amended:

Current Maintenance Terms:

[Insert brief description of current terms, e.g., Landlord responsible for all minor repairs.]

New Maintenance Terms:

[Insert new terms, e.g., Tenant is responsible for the first \$50 of any minor repair; or Tenant is now responsible for lawn care and snow removal.]

All other terms and conditions of your original lease agreement shall remain in full force and effect. The new monthly rent for this period will be [Insert Rent Amount].

If you accept these renewal terms, please sign and return this letter by [Deadline Date]. Once received, we will provide a formal lease amendment for your records.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

Tenant Acceptance:

I/We, the undersigned, hereby accept the lease renewal and the modified maintenance terms as outlined above.

Signature: _____ Date: _____