

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Conditional Lease Renewal Offer for [Property Address/Unit Number]

Dear [Tenant Name],

Your current lease agreement for the property located at [Property Address] is scheduled to expire on [Current Lease End Date]. We are pleased to offer you a renewal of your lease for a term of [Duration, e.g., 12 months], starting on [New Lease Start Date].

Renewal Conditions:

This offer is conditional upon the following maintenance and property standards being met prior to the signing of the new lease:

- [Condition 1: e.g., Detailed cleaning of the HVAC filters]
- [Condition 2: e.g., Removal of all debris from the backyard/balcony]
- [Condition 3: e.g., Professional carpet cleaning in all bedrooms]
- [Condition 4: e.g., Rectification of any tenant-caused damage reported during the last inspection]

Proposed New Terms:

- **New Monthly Rent:** \$[Amount]
- **Security Deposit Top-up (if applicable):** \$[Amount]
- **Maintenance Responsibilities:** [Briefly mention any changes to maintenance duties]

Please note that a property inspection will be scheduled for [Date] at [Time] to verify that the above conditions have been satisfied. Once the maintenance items are cleared, we will provide the formal lease renewal documents for your signature.

Please notify us of your intent to renew under these conditions by [Response Deadline Date]. If we do not hear from you by this date, we will assume you intend to vacate at the end of your current term.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]