

## URGENT NOTICE

Date: [Insert Date]

To: [Co-Signer Name]

Address: [Co-Signer Address]

Re: Lease Renewal for Property Address: [Rental Property Address]

Dear [Co-Signer Name],

This is an urgent reminder regarding the upcoming expiration of the lease agreement for [Tenant Name], for which you are the designated Co-Signer (Guarantor).

The current lease is scheduled to expire on **[Lease End Date]**. As of today, we have not received a signed renewal agreement or a formal notice of intent to vacate from the tenant.

As the Co-Signer, you are legally responsible for the fulfillment of the lease terms. If a renewal is not executed by [Deadline Date], the following may occur:

- The lease may transition to a month-to-month agreement at a higher rental rate.
- The tenant may be required to vacate the premises.
- Legal action may be initiated if the property is not surrendered or renewed properly.

Please contact [Tenant Name] immediately to ensure the renewal documents are signed and returned to our office. You may also be required to sign the new renewal addendum to maintain your status as the guarantor.

If you have any questions, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]