

Date: [Insert Date]

To: [Landlord or Property Manager Name]
[Property Management Company Name, if applicable]
[Address Line 1]
[Address Line 2]

RE: Lease Renewal and Addition of Roommate for [Rental Address]

Dear [Landlord Name],

I am writing to formally request a renewal of the lease for the property located at [Full Address]. My current lease is set to expire on [Current Lease End Date].

As part of this renewal, I would like to add [Name of New Roommate] to the lease agreement effective [Start Date of New Lease]. I have attached [his/her/their] completed rental application and required documentation for your review.

Regarding the security deposit, please find the following arrangement for your records:

- The existing security deposit of \$[Amount] currently held by you will remain with the property.
- The incoming tenant, [Name of New Roommate], has paid \$[Amount] directly to the departing tenant, [Name of Departing Tenant, or "to me"], to settle their share of the deposit.
- We understand that the full original security deposit will continue to be held by the landlord and will be returned according to the terms of the new lease upon move-out.

Please let us know if there are any additional forms to sign or if you require an updated security deposit receipt reflecting all names currently on the lease.

We look forward to receiving the new lease agreement for our signatures.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]

[New Roommate Name]
[New Roommate Phone Number]