

Date: [Insert Date]

Property Address: [Insert Property Address]

Tenant Name(s): [Insert Tenant Names]

**RE: MANDATORY PET REGISTRATION UPDATE AND LEASE RENEWAL**

Dear Resident,

As your current lease agreement is approaching its expiration date on [Insert Expiration Date], we are pleased to offer you a renewal for a new term of [Insert Term Length].

Please be advised that as part of the renewal process, all residents are required to complete a mandatory update of their pet registration. This policy ensures our records regarding vaccinations, emergency contacts, and pet descriptions are current for the safety and well-being of the community.

**Action Required:**

- Review and sign the attached Lease Renewal Agreement.
- Complete the enclosed Pet Registration Form for each animal in the household.
- Provide updated copies of rabies vaccination certificates and local pet licenses.
- Provide a current color photograph of each pet.

Failure to provide updated pet documentation by [Insert Deadline Date] may result in a delay in processing your lease renewal or may be considered a violation of the pet policy.

If you no longer have a pet, please sign the "No Pet Affidavit" section on the attached form.

Please return all documents to the management office by [Insert Submission Date]. If you have any questions, please contact us at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]