

Date: [Current Date]

Property Name: [Property Name]

Tenant Name(s): [Tenant Name(s)]

Unit Address: [Unit Number/Address]

Dear [Tenant Name],

As your current lease agreement is approaching its expiration date on [Lease End Date], we are pleased to offer you a renewal for a new term starting [New Lease Start Date].

Please be advised that we have updated our community pet policy. Effective with all new lease renewals, a **Maximum Weight Limit** has been established for all pets residing on the premises. The updated policy is as follows:

- **Maximum Pet Weight:** [Number] lbs per pet.
- **Pet Limit:** [Number] pets maximum per household.

If you currently have a registered pet that exceeds this weight limit, please contact the management office immediately. Existing pets already documented in your current lease may be "grandfathered" in, provided all other pet rules are followed and a current photo/veterinary record is on file.

Any new pets acquired after the signing of this renewal must strictly adhere to the [Number] lbs weight limit and must be approved by management prior to being brought onto the property.

To move forward with your lease renewal, please sign the attached agreement and the updated Pet Addendum by [Deadline Date].

If you have any questions regarding this policy update, please contact the leasing office at [Phone Number] or [Email Address].

Sincerely,

[Management Name/Property Manager]

[Property Name]