

Date: [Insert Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Subject: Notice of Lease Renewal and Change in Utility Responsibility

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 [Number] months, starting on [New Lease Start Date].

Please be advised that the new lease agreement includes a shift in financial responsibility regarding utility services. Under the terms of the renewal, the responsibility for the following utilities will change as follows:

- **[Utility Type, e.g., Water/Sewer]:** Previously paid by [Landlord/Tenant], will now be paid by [Tenant/Landlord].
- **[Utility Type, e.g., Trash Collection]:** Previously paid by [Landlord/Tenant], will now be paid by [Tenant/Landlord].
- **[Utility Type, e.g., Electricity]:** Previously paid by [Landlord/Tenant], will now be paid by [Tenant/Landlord].

**New Financial Terms:**

- Current Monthly Rent: \$[Amount]
- New Monthly Rent: \$[Amount]
- Effective Date of New Terms: [Date]

If the responsibility for a utility is shifting to you (the Tenant), please ensure that you contact the respective utility providers to set up an account in your name prior to [Date]. Failure to do so may result in a service interruption.

All other terms and conditions of your original lease agreement shall remain in full force and effect. If you wish to accept this renewal offer, please sign and return the enclosed lease amendment by [Deadline Date].

Should you have any questions regarding these changes, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Landlord/Property Manager Name]

[Company Name]