

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Renewal of Listing Agreement - [Property Address]

Dear [Client Name],

As the current listing agreement for the property located at [Property Address] is approaching its expiration date on [Date], I would like to propose a renewal of our partnership to continue seeking a suitable tenant or buyer.

Given that the property is currently vacant, I would like to take this opportunity to remind you of the specific conditions and responsibilities regarding vacant commercial premises:

- **Security and Access:** It is essential that the property remains secure. We recommend regular inspections to prevent unauthorized entry or vandalism.
- **Maintenance and Utilities:** To ensure the property remains attractive to prospects, essential utilities (electricity and water) should remain active. Regular maintenance, including HVAC testing and cleaning, is advised.
- **Insurance Compliance:** Please review your insurance policy regarding vacancy clauses. Many policies require specific notification or additional "vacant property" riders to maintain coverage.
- **Market Adjustments:** Based on current market feedback, I suggest we review our current asking price of [Price] to better align with recent comparable listings.

Attached is the Renewal Agreement for your review and signature. This extension will run from [Start Date] to [End Date] under the same commission terms previously agreed upon.

I am confident that with continued effort and perhaps the adjustments mentioned above, we will secure a successful transaction shortly.

Sincerely,

[Agent Name]

[Agency Name]

[Phone Number]

[Email Address]