

(Renewal Letter)

Date: _____

Name
Address 1
Address 2
City, State, Zip

Re: Renewal of your lease

Dear _____:

It's been (1 year) since you leased your apartment. I/We hope you have enjoyed the last year. As you consider the renewal of your lease, I/We hope you will not hesitate to contact me/us if any problems, issues or concerns arise. I/We intend to be responsive to your interests and needs. My/Our telephone # is: _____, and my/our email address is _____.

Also, I want to remind you that I/We report on our tenants through Tenant-Net, a Maine credit reporting agency. A sample Report of Tenancy is attached. The reporting process with Tenant-Net works like credit and bill payments: if you have a good rental history, this will help you in the future should you look to lease a different apartment. However, a bad rental history can make it harder for you to find future apartments. So, it's in your long term interests to have a successful tenancy here, and at all units where you might live.

Again, please feel free to contact me if I can provide any additional information or assistance regarding the reporting process, and as regards to the renewal of your lease.

Sincerely,

Your name here