## Lease renewal letter template

This template is designed for landlords. When a tenant’s lease is about to expire, the landlord can offer to extend it by sending the tenant a lease renewal letter.

Alternatively, a tenant can send their landlord a lease renewal letter to request their lease be extended. Though residential leases are typically extended automatically in Canada, there may still be cause to send a lease renewal letter. If that’s the case, you can edit the text within the letter to reflect that you’re a tenant requesting a renewal.

To learn more about lease renewal letters, visit <https://www.squareone.ca/resource-centres/template/lease-renewal-letter>.

How to use this template:

1. On the template letter, edit each highlighted section as appropriate for your situation—the existing highlighted text is just an example. You can remove some highlighted sections entirely if they don’t apply to your situation.
2. Once updated, remove the highlight formatting.
3. When you’re finished, delete this first page so only the letter remains.
4. Print the letter out, filling in your name and signature as appropriate.
5. Deliver the letter to your tenant.

From:

John Landlord

100 Example Street

Toronto, ON V1A 1A1

To:

Jane Tenant

#101-200 Example Street

Toronto, ON V1A1A1

December 1, 2022

Re: Lease renewal

Dear Tenant,

Your current lease expires on December 31, 2022. I hereby offer to renew your lease at the annual rent of $12,000 payable in advance in monthly installments of $1,000 for the period of January 1, 2023 to December 31, 2023.

All other terms of the lease dated January 1, 2022 will remain in full force and effect.

By signing below, you acknowledge that you are satisfied with the condition of the apartment and have no defenses or offsets to the lease.

Please indicate your acceptance by signing and returning a copy to the above address no later than December 15, 2022. Otherwise, you must vacate your apartment by January 1, 2022.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date