

LEASE EXPIRY REMINDER

We note your lease expiry is fast approaching.

We need to ask what you are planning now on behalf of the Property Owner.

It may be that you:

1. **Have made plans already** and would like to continue on in the property; or
2. **Are planning to leave** the property at the lease end; or
3. **Have not yet considered** what you like to do.

In respect of the points above:

1. You would like to stay on:

We would need to determine the preferred lease length, rental amount (should there be a need for change) for both you and your owner and arrange an appointment to sign a new lease agreement. Please fill out the form below and return to us within 7 days.

2. You are planning to leave:

We have enclosed the Form 13 Notice of Intention to Vacate and ask that you complete this immediately and return it to us. Once received, we will send you our Exiting Tenant pack to ensure a smooth handover of the property. Please fill out the Form 13 attached and return to us no later than 14 days prior to your lease expiry.

3. You are undecided:

We encourage you to discuss this with your family or housemates and advise us of your plans within 7 days of this letter.

Office Use: Date received / /

REQUEST TO RENEW TENANCY AGREEMENT

PROPERTY: _____ Date / /

This is to confirm that I/we _____

wish to renew our tenancy agreement for a further _____ months/years.

Daytime contact number _____

Once complete – post or deliver this form to us or email to info@glowrealty.com.au

Thank you for your request to renew your tenancy agreement. Please note that this notice does not automatically renew your tenancy agreement. Our office is required to contact the Lessor to obtain their reletting instructions. We will be in contact with you shortly.