



Lease Renewal Checklist

1. Review Tenant Eligibility

- Check tenant payment history for late or missed payments.
- Review lease compliance and any violations.
- Assess tenant behavior and maintenance requests.
- Confirm no ongoing eviction proceedings.

2. Determine Renewal Rent

- Research current market rents using reliable sources.
- Compare with your current rent and adjust accordingly.
- Consider local rent increase regulations.
- Factor in property condition and tenant history.

3. Decide Lease Term

- Offer fixed-term leases (commonly 12 months or less).
- Avoid month-to-month leases unless necessary.
- Consider rent premiums for shorter lease terms.

4. Provide Timely Notice

- Begin informal renewal discussions early.
- Serve official written renewal or rent increase notices within legal timeframes (usually 60-180 days before lease end).
- Use proper delivery methods (personal delivery, posting, certified mail).

5. Communicate Clearly with Tenants

- Send renewal offers with clear rent, term, fees, and deadlines.
- Encourage timely tenant responses.

6. Handle Tenant Responses

- Negotiate lease terms if needed.
- Document all communications.
- Prepare for vacancy if tenant declines renewal.

7. Execute Renewal Agreement

- Draft and review lease renewal documents.
- Obtain signatures from landlord and tenant.
- Provide copies to all parties.

8. Prepare for Non-Renewal

- Understand local laws regarding non-renewal and just cause.
- Serve official non-renewal notices properly.
- Plan property inspections and repairs for turnover.

Disclaimer:

This resource is provided for general informational purposes only. It may not address every situation, and we encourage property owners or landlords to confirm details with their own legal or professional advisors before making decisions.

If you'd like to learn how these apply to your property, you can either book an appointment or contact our property management specialists:

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