



Lease Renewal Checklist for Property Managers

Initial Assessment & Lease Expiration Review

Evaluate tenant history, lease terms, and market conditions.

Lease Expiration Date

Enter date...

Tenant Contact Information Verification

Write something...

Rent Payment History

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Notes on Tenant Behavior/Communication

Write something...

Compliance with Lease Agreements?

- ☐ Yes
- ☐ No
- ☐ Partial

Number of Lease Violations (if any)

Enter a number...

Summary of Previous Maintenance Requests & Resolutions

Write something...

Market Rent Analysis & Pricing

Research comparable rental rates to determine optimal renewal price.

Current Market Rent (Similar Unit)

Enter a number...

Comparable Unit Size (Sq. Ft)

Enter a number...

Unit Size Difference (Sq. Ft)

Enter a number...

Neighborhood Rental Trends

- ☐ Increasing
- ☐ Stable
- ☐ Decreasing

Notes on Comparable Units & Rental Data

Write something...

Proposed New Rent

Enter a number...

Rent Increase Percentage

- ☐ 0-3%
- ☐ 3-5%
- ☐ 5-7%
- ☐ 7-10%
- ☐ Over 10%

Tenant Communication & Negotiation

Initiate lease renewal discussions with the tenant and address any concerns.

Initial Renewal Contact Date

Enter date...

Tenant Contact Method (e.g., Phone, Email, In-Person)

Write something...

Summary of Initial Renewal Discussion

Write something...

Proposed Rent Increase (if applicable)

Enter a number...

Tenant Concerns/Requests

- ☐ None
- ☐ Maintenance Issues
- ☐ Rent Concerns
- ☐ Lease Terms
- ☐ Other

Notes on Tenant Response & Negotiation Points

Write something...

Date of Final Agreement (if applicable)

Enter date...

Renewal Offer & Documentation

Prepare and deliver the lease renewal offer, including all terms and conditions.

New Monthly Rent Amount

Enter a number...

Lease Term Length

- ☐ 6 Months
- ☐ 12 Months
- ☐ 18 Months
- ☐ 24 Months

Special Renewal Terms or Conditions (if any)

Write something...

Effective Date of New Lease

Enter date...

Supporting Documents (Rent Comparables, etc.)

 Upload File

Renewal Offer Expiration Date

Write something...

Property Manager Signature

Tenant Acceptance & Review

Obtain the tenant's acceptance of the renewal offer and ensure all parties understand the new lease terms.

Tenant Signature

Date of Acceptance

Enter date...

Renewal Option Chosen

- ☐ Accept Current Terms
- ☐ Accept New Terms
- ☐ Decline Renewal

Tenant Comments/Questions (Optional)

Write something...

Property Manager Signature

Lease Agreement Execution & Record Keeping

Finalize the lease agreement, obtain signatures, and securely store all documentation.

Lease Renewal Effective Date

Enter date...

Landlord Signature

Tenant Signature

Signed Lease Renewal Document

 Upload File

Notes on Execution (e.g., any verbal agreements)

Write something...

Renewal Rent Amount

Enter a number...

Lease Type

- ☐ Fixed Term
- ☐ Month-to-Month

Property Inspection & Maintenance Review

Schedule and conduct a property inspection and address any required maintenance items.

Scheduled Inspection Date

Enter date...

Inspection Notes & Observations

Write something...

Condition of Appliances (e.g., Refrigerator, Oven, Dishwasher)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ N/A

Quantity of Cracked Tiles (if applicable)

Enter a number...

Detailed Description of Required Maintenance (if any)

Write something...

Maintenance Urgency

- ☐ High
- ☐ Medium
- ☐ Low

Photos of Damages or Issues (optional)

 Upload File

Rent Collection & Financial Updates

Confirm rent payment history and update financial records with the new lease terms.

New Monthly Rent Amount

Enter a number...

Effective Date of New Lease

Enter date...

Security Deposit Amount (if applicable)

Enter a number...

Payment Method

- ☐ Check
- ☐ ACH
- ☐ Online Portal

Next Rent Due Date

Enter date...

Late Fee Amount (if applicable)

Enter a number...

Lease Type

- ☐ Fixed Term
- ☐ Month-to-Month