



Lease Renewal Checklist

Initial Assessment & Tenant Communication

Gather information and initiate discussions with the tenant regarding renewal intentions.

Date of Initial Contact Regarding Renewal

Enter date...

Summary of Initial Tenant Communication (Verbal or Email)

Write something...

Tenant's Initial Stated Interest in Renewal?

- ☐ Yes - Eager to Renew
- ☐ Yes - Willing to Consider
- ☐ Undecided / Needs More Information
- ☐ No - Unlikely to Renew

Tenant's Concerns/Questions (if any)

Write something...