PROPERTELLIGENT

Lease Renewal Preparation Checklist

Property / unit: _____ Review date: _____

- [ ] Locate the current signed lease and addenda

- [ ] Confirm lease end date from the signed document

- [ ] Research current state and local renewal and notice rules

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- [ ] Review open repairs and material tenancy records

- [ ] Review rental accounts and unresolved questions

- [ ] Seek qualified advice before changes to terms

- [ ] Record decision, owner and applicable deadlines

- [ ] Retain final signed records and update reminders

General organizational guidance, not legal, financial or tax advice. Rules vary by state and locality.

Check current requirements with qualified advisers. This checklist does not guarantee compliance.

Notes / owner / next review: _____