**SPRUCE HILLS CONDO ASSOCIATION**

 **100 Spruce Hills Drive**

 **Glen Gardner, NJ. 08826**

 **Tel: 908-537-7515**

 **Fax: 908-537-9149**

 **Email: pmanager@sprucehills.org**

**RE: Renewal Lease Renewal Form**

This form is used only when a tenant has had an original lease on file in the office and has lived in the unit for over 1 year.

This form takes the place of the Lease for renewing in the office only if your tenant is going to continue living in the unit after the expiration date of the original lease.

**Unit # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Renters Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(PLEASE PRINT)**

**Is the renter related to you? YES NO**

 **Lease Renewing date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lease ending date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(This form must be filled out each time the form expires.)

**Amount of monthly rent $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If any changes to this unit occur before the expiration date, I am aware to contact the office to make changes within 5 working days to avoid fines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner signature**

The information listed on this sheet is correct. I have a current information sheet on file in the office and will continue to update the information in the office if anything changes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tenant signature**

**Please fill this form out and send to the office 10 days before the last lease expires. If your tenant is moving out, please notify the office so the proper forms can be filled out.**