



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.